



## **CITY OF WEST COVINA**

### **CITY COUNCIL/SUCCESSOR AGENCY**

**DECEMBER 19, 2023, 7:00 PM  
REGULAR MEETING**

**CITY HALL COUNCIL CHAMBERS  
1444 W. GARVEY AVENUE SOUTH  
WEST COVINA, CALIFORNIA 91790**

**Mayor Brian Calderón Tabatabai  
Mayor Pro Tem Tony Wu  
Councilwoman Letty Lopez-Viado  
Councilman Ollie Cantos  
Councilwoman Rosario Diaz**

*Please turn off all cell phones and other electronic devices prior to entering the Council Chambers*

#### ***AMERICANS WITH DISABILITIES ACT***

The City complies with the Americans with Disabilities Act (ADA). If you will need special assistance at Council meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8 to 5 Monday through Thursday. Do call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Council meetings, please request no less than four working days prior to the meeting.

#### ***AGENDA MATERIAL***

Agenda material is available for review at the City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South, West Covina and at [www.westcovina.org](http://www.westcovina.org). Any writings or documents regarding any item on this agenda, not exempt from public disclosure, provided to a majority of the City Council that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall located at 1444 W. Garvey Avenue South, West Covina, during normal business hours.

#### ***NOTICE***

The City Council will regularly convene on the first and third Tuesday of the month. The West Covina Community Development Commission, West Covina Public Financing Authority and the West Covina Community Services Foundation are agencies on which the City Council serves as members. Agendas may contain items for these boards, as necessary.

#### **PUBLIC COMMENTS ADDRESSING THE CITY COUNCIL (Per WCMC 2-48, Ordinance No. 2150)**

**Any person wishing to address the City Council on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card that is provided at the entrance to the Council Chambers and submit the card to the City Clerk.**

***Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to five (5) minutes per speaker.***

**Oral Communications may be limited to thirty (30) minutes, unless speakers addressing agenda items have not concluded.**

**Any testimony or comments regarding a matter set for a Public Hearing will be heard during the hearing.**

#### ***RULES OF DECORUM***

Excerpts from the West Covina Municipal Code and Penal Code pertaining to the Rules of Decorum will be found at the end of agenda.

# AGENDA

## CITY OF WEST COVINA CITY COUNCIL/SUCCESSOR AGENCY

**TUESDAY DECEMBER 19, 2023, 7:00 PM  
REGULAR MEETING**

### **INVOCATION**

Led by Pastor Samuel Matrinez from Amazing Love Ministries

### **PLEDGE OF ALLEGIANCE**

Led by Mayor Brian Calderón Tabatabai

### **ROLL CALL**

### **REPORTING OUT FROM CLOSED SESSION**

### **PRESENTATIONS**

- Certificate recognizing Brian Gutierrez for the Centennial Toy Drive
- Presentation on Traffic Safety presented by West Covina Police Department
- Presentation on the Rent Relief Program by the Department of Consumer & Business Affairs

### **ORAL COMMUNICATIONS - Five (5) minutes per speaker**

*Please step forward to the podium and state your name and city of residence for the record when recognized by the Mayor.*

### **CITY MANAGER'S REPORT**

*City Manager's report on current City projects.*

### **CONSENT CALENDAR**

*All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council/Community Development Commission request specific items to be removed from the Consent Calendar for separate discussion or action.*

### **APPROVAL OF MEETING MINUTES**

- 1) **CONSIDERATION OF APPROVAL OF THE DECEMBER 5, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE DECEMBER 5, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.**

That the Council approve the December 5, 2023, City Council/Successor Agency Regular Session Meeting Minutes and the December 5, 2023, City Council/Successor Agency Regular Closed Session Meeting Minutes.

**ORDINANCES FOR ADOPTION - Procedural Waiver.** *Waive full reading of each ordinance on the agenda and authorize the approval of each ordinance by title only.*

- 2) **CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2518 RELATING TO CITY COUNCIL COMPENSATION**

It is recommended that the City Council adopt the following ordinance:

**ORDINANCE NO. 2518 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 2-23 OF THE WEST COVINA MUNICIPAL CODE RELATING TO CITY COUNCIL COMPENSATION**

**CITY MANAGER'S OFFICE**

**3) CONSIDERATION OF CANCELATION OF THE CANCELATION OF VARIOUS COUNCIL MEETINGS**

It is recommended that the City Council cancel the following City Council Meetings:

- January 2, 2024
- August 6, 2024 (National Night Out)
- November 5, 2024 (Election Night)

**4) CONSIDERATION OF REVISIONS TO SALARY AND BENEFITS SCHEDULE FOR CITY DEPARTMENT HEADS**

It is recommended that the City Council adopt the following resolution:

**RESOLUTION NO. 2023-113 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REVISED SALARY AND BENEFITS SCHEDULE FOR NON-REPRESENTED CITY DEPARTMENT HEADS**

**FINANCE DEPARTMENT**

**5) CONSIDERATION OF APPROVAL AND TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (“ROPS”) FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2025 FOR THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY**

It is recommended that the City Council, acting as the Successor Agency to the former West Covina Redevelopment Agency, adopt the following resolution:

**RESOLUTION NO. 2023-110 – A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (“ROPS”) FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2025**

**6) CONSIDERATION OF THE FIRST QUARTER FINANCIAL REPORT AND BUDGET AMENDMENT FOR FISCAL YEAR 2023-24**

It is recommended that the City Council take the following actions:

1. Receive and file the First Quarter Financial Report for Fiscal Year 2023-24; and
2. Adopt the following resolution:

**RESOLUTION NO. 2023-104 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024 (FIRST QUARTER FINANCIAL REPORT)**

**7) CONSIDERATION OF INCREASE IN HOURLY RATES FOR LIMITED SERVICES PAY SCHEDULE TO REFLECT INCREASE IN STATE HOURLY MINIMUM WAGE EFFECTIVE JANUARY 1, 2024**

It is recommended that the City Council:

1. Approve wage adjustments to limited services positions to bring them into compliance with the State's minimum wage requirement effective January 1, 2024; and
2. Adopt the following Resolution:

**RESOLUTION NO. 2023-111 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADJUSTING THE HOURLY PAY RATES OF CLASSIFICATIONS WITHIN THE LIMITED SERVICES PAY SCHEDULE AND REPEALING RESOLUTION NO. 2023-63**

## **HUMAN RESOURCES/RISK MANAGEMENT**

### **8) CONSIDERATION OF JOB DESCRIPTIONS FOR CITYWIDE REORGANIZATION**

It is recommended that the City Council adopt the following resolutions:

**RESOLUTION NO. 2023-96 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE FINANCE DIRECTOR CLASSIFICATION SPECIFICATIONS;**

**RESOLUTION NO. 2023-97 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE CODE ENFORCEMENT DIRECTOR CLASSIFICATION SPECIFICATIONS;**

**RESOLUTION NO. 2023-98 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE DEPUTY COMMUNITY DEVELOPMENT DIRECTOR CLASSIFICATION;**

**RESOLUTION NO. 2023-99 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE DEPUTY COMMUNITY SERVICES DIRECTOR CLASSIFICATION;**

**RESOLUTION NO. 2023-100 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE DEPUTY DIRECTOR OF PUBLIC SERVICES CLASSIFICATION AND THE ESTABLISHMENT OF THE DEPUTY PUBLIC WORKS DIRECTOR CLASSIFICATION;**

**RESOLUTION NO. 2023-101 - RESOLUTION NO. 2023-101 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE PUBLIC SERVICES SUPERINTENDENT CLASSIFICATION AND THE ESTABLISHMENT OF THE PUBLIC WORKS SUPERINTENDENT CLASSIFICATION;**

**RESOLUTION NO. 2023-102 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE PROJECT MANAGER CLASSIFICATION; and**

**RESOLUTION NO. 2023-103 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE PUBLIC WORKS DIRECTOR CLASSIFICATION SPECIFICATIONS.**

**END OF CONSENT CALENDAR**

**DEPARTMENTAL REGULAR MATTERS**



## COMMUNITY DEVELOPMENT

### 9) 2023 PAVEMENT MANAGEMENT PROGRAM UPDATE

It is recommended that the City Council receive and file the report.

### MAYOR/COUNCILMEMBERS REPORTS

AB 1234 Conference and Meeting Report (verbal, if any)

*(In accordance with AB 1234, Councilmembers shall make a brief report or file a written report on any meeting/event/conference attended at City expense.)*

### CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

*(Per City of West Covina Standing Rules 4.f - Requests for reports, studies, or investigations that are not readily available must be placed on the City Council/Successor Agency agenda as items of business and must be approved by a majority of the City Council/Successor Agency Board.)*

### CITY COUNCIL COMMENTS

### ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting

January 16, 2024

7:00 PM

### **RULES OF DECORUM**

*The following are excerpts from the West Covina Municipal Code:*

Sec. 2-48. Manner of addressing council; time limit; persons addressing may be sworn.

- a. Each person addressing the council shall step up to the rostrum, shall give his or her name and city of residence in an audible tone of voice for the record and unless further time is granted by the council, shall limit his or her address to five (5) minutes.
- b. The city council may establish a limit on the duration of oral communications.
- c. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked of a councilmember except through the presiding officer.
- d. The presiding officer may require any person to be sworn as a witness before addressing the council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the Penal Code of the state.

Sec. 2-50. Decorum--Required.

- a. While the council is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- b. Members of the public shall not willfully disrupt the meeting or act in a manner that actually impairs the orderly conduct of the meeting. For the purposes of this code, "willfully disrupt" includes, but is not limited to, continuing to do any of the following after being warned by the Mayor that continuing to do so will be a violation of the law:
  - a. Addressing the Mayor and City Council without first being recognized.
  - b. Persisting in addressing a subject or subjects, other than that before the Mayor and City Council.
  - c. Repetitiously addressing the same subject.
  - d. Failing to relinquish the podium when directed to do so.
  - e. From the audience, interrupting or attempting to interrupt, a speaker, the Mayor, a council member, or a staff member or shouting or attempting to shout over a speaker, the Mayor, a council member or a staff member.
  - f. As a speaker, interrupting or attempting to interrupt the Mayor, a council member, or a staff member, or shouting over or attempting to shout over the Mayor, a council member, or a staff member. Nothing in this section or any rules of the council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the City or of the acts or omissions of the City Council. It shall be unlawful to violate the provisions of this Section.

If any subsection, sentence, clause, or phrase or word of this Section 2-50 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Section. The City Council hereby declares that it would have passed this section

and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, phrases or words had been declared invalid or unconstitutional.

**Sec. 2-52. Persons authorized to be within council area.**

No person, except city officials, their representatives and members of the news media shall be permitted within the rail in front of the council chamber without the express consent of the council.

***The following are excerpts from the Penal Code***

148(a) (1) Every Person who willfully resists, delays, or obstructs any public officer, peace officer, or an emergency medical technician, as defined in Division 2.5 (commencing with Section 1797) of the Health and Safety code, in the discharge or attempt to discharge any duty of his or her office or employment, when no other punishment is prescribed, shall be punished by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in a county jail not to exceed one year, or by both that fine and imprisonment.

403 Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 303 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.



## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** December 19, 2023

**TO:** Mayor and City Council

**FROM:** Paulina Morales  
Acting City Manager

**SUBJECT: CONSIDERATION OF APPROVAL OF THE DECEMBER 5, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE DECEMBER 5, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.**

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### **RECOMMENDATION:**

That the Council approve the December 5, 2023, City Council/Successor Agency Regular Session Meeting Minutes and the December 5, 2023, City Council/Successor Agency Regular Closed Session Meeting Minutes.

### **DISCUSSION:**

That the City Council adopt the attached minutes.

**Prepared by:** Lisa Sherrick; Assistant City Clerk

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### **Attachments**

Attachment No. 1 - 12/5/2023 Closed Session Minutes Draft

Attachment No. 2 - 12/5/2023 Regular Session Minutes Draft

**CITY COUNCIL GOALS & OBJECTIVES:** Enhance City Image and Effectiveness



## **CITY OF WEST COVINA**

### **CITY COUNCIL/SUCCESSOR AGENCY**

DECEMBER 5, 2023, 6:00 PM  
REGULAR MEETING - CLOSED SESSION

MANAGEMENT RESOURCE CENTER 3RD FLOOR  
1444 W. GARVEY AVENUE SOUTH  
WEST COVINA, CALIFORNIA 91790

**Mayor Brian Calderón Tabatabai**  
**Mayor Pro Tem Tony Wu**  
**Councilwoman Letty Lopez-Viado**  
**Councilman Ollie Cantos**  
**Councilwoman Rosario Diaz**

## **MINUTES**

### **CALL TO ORDER**

A Regular Session Meeting was called to order by Mayor Calderón Tabatabai on Tuesday, December 5, 2023, at 6:00 p.m., in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

### **ROLL CALL**

Council Members

Present: Council Members Rosario Diaz, Ollie Cantos, Letty Lopez Viado, Mayor Pro Tem Wu, Mayor Brian Calderón Tabatabai

Absent: None

City Staff: Paulina Morales, Acting City Manager, Thomas Duarte, City Attorney, Roxanne Lerma, Assistant City Manager, Stephanie Sikkema, Finance Director and Interim Human Resources and Risk Management Director, Melissa Ballard, City Attorney, and Gary Kranker, City Attorney.

**PUBLIC COMMENTS ON ITEMS ON THE AGENDA**

None

**CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code § 54956.9(d)(1)

1. New Cingular Wireless PCS, LLC v. City of West Covina (U.S. District Court 2:22-cv-01642 MEMF-(JCx)

2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Pursuant to Government Code § 54956.9(d)(2) Number of Cases: One (1)

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Government Code § 54956.8

1. Property: City Property adjacent to Plaza West Covina APN: 8474-003-940  
Agency Negotiator: Morales, Duarte  
Negotiating Parties: WC 1984 LLC  
Under Negotiation: Price and Terms of Purchase

4. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code § 54957.6

City Negotiators: Morales, Duarte

Employee Organizations

- Confidential Employees
- Maintenance & Crafts Employees
- Non-Sworn
- W.C. Police Officers' Association
- W.C. Firefighters' Management Assoc.
- W.C. Firefighters' Association, I.A.F.F., Local 3226
- General Employees
- Mid-Management Employees
- W.C. Police Management Association

Unrepresented Employee Group

- Department Heads

**REPORTING OUT**

City Attorney Thomas Duarte reported that no action was taken during the Closed Session Meeting.

**ADJOURNMENT**

A motion to adjourn the Regular Closed Meeting was made by Mayor Calderón Tabatabai, and the meeting was adjourned at 6:57 p.m. The next regularly scheduled Regular Closed City Council Meeting will be held on Tuesday, December 19, 2023, at 7:00 p.m. in the Management Resource Center 3<sup>rd</sup> Floor, 1444 West Garvey Avenue South, West Covina, California.

Submitted By:

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Lisa Sherrick  
Assistant City Clerk

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Brian Calderón Tabatabai  
Mayor



**CITY OF WEST COVINA**

**CITY COUNCIL/SUCCESSOR AGENCY**

**DECEMBER 5, 2023, 7:00 PM  
REGULAR MEETING**

**CITY HALL COUNCIL CHAMBERS  
1444 W. GARVEY AVENUE SOUTH  
WEST COVINA, CALIFORNIA 91790**

**Mayor Brian Calderón Tabatabai  
Mayor Pro Tem Tony Wu  
Councilwoman Letty Lopez-Viado  
Councilman Ollie Cantos  
Councilwoman Rosario Diaz**

**MINUTES**

**INVOCATION**

Led by Pastor Kelly DuPee from Faith Community Church

**PLEDGE OF ALLEGIANCE**

Led by Mayor Pro Tem Wu

**ROLL CALL**

Present: Council Members Cantos, Diaz, Letty Lopez-Viado, Mayor Pro Tem Wu,  
Mayor Brian Calderón Tabatabai

**REPORTING OUT FROM CLOSED SESSION**

**PRESENTATIONS**

- Presentation by Senator Rubio
- Presentation by the County Library

**ORAL COMMUNICATIONS - Five (5) minutes per speaker**

*John Shewmaker  
R. Robinson  
Roy Esker  
William Williams  
Jerri Potras  
Elsie Messman  
Ray Vargas  
Midlife Crisis  
Mirina Cereceres  
Desirae Fuentes  
Zoe Fuentes  
Remy  
Jim Grivich  
Steve Bennett  
Martha  
Black Widow  
Spellman*

**CITY MANAGER'S REPORT**

*City Manager's report on current City projects.*

**CONSENT CALENDAR**

***ACTION: Motion by Mayor Pro Tem Wu, Second by Councilwoman Diaz 5-0 to:  
Approve Consent Calendar Items 1-5***

**APPROVAL OF MEETING MINUTES**

**1) CONSIDERATION OF APPROVAL OF THE NOVEMBER 21, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.**

**Carried 5-0 to:** Approve the November 21, 2023, City Council/Successor Agency Regular Session Meeting Minutes. Closed Session for November 21, 2023, was canceled.

**COMMUNITY DEVELOPMENT**



**2) CONSIDERATION OF NOTICE OF COMPLETION FOR FY 2022-23 RESIDENTIAL STREETS REHABILITATION PROGRAM - PROJECT NO. 23014**

**Carried 5-0 to:** Take the following actions:

1. Approve a change order increasing the construction budget by \$27,379.33 for the FY 2022-23 Residential Streets Rehabilitation Program (Project No. 23014) due to unforeseen asphalt conditions encountered during construction; and
2. Accept the work performed by Vance Corporation for the FY 2022-23 Residential Streets Rehabilitation Program (Project No. 23014) with a final contract amount of \$3,430,166.33; and
3. Authorize the recordation of Notice of Completion with the Los Angeles County Recorder and the release of retention funds 35 days thereafter.
4. Adopt the following resolution:

**RESOLUTION NO. 2023-109 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024 (FY 22-23 RESIDENTIAL STREETS REHABILITATION PROGRAM - PROJECT NO. 23014)**

**FINANCE DEPARTMENT**

**3) CONSIDERATION OF NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM ANNEXATION TO COUNTY SANITATION DISTRICT NO. 22**

**Carried 5-0 to:** approve the following resolution:

**JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES ACTING IN BEHALF OF LOS ANGELES COUNTY GENERAL FUND, LOS ANGELES COUNTY LIBRARY, LOS ANGELES COUNTY FLOOD CONTROL, THE BOARD OF SUPERVISORS OF COUNTY SANITATION DISTRICT NO. 22 OF LOS ANGELES COUNTY, AND THE GOVERNING BODIES OF CITY OF WEST COVINA AND THREE VALLEYS MUNICIPAL WATER DISTRICT APPROVING AND ACCEPTING NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM ANNEXATION TO COUNTY SANITATION DISTRICT NO. 22**

**POLICE DEPARTMENT**

**4) CONSIDERATION OF EXPENDITURES OF FISCAL YEAR 2023-24  
SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT FUNDS**

**Carried 5-0 to:** approve using Fiscal Year (FY) 2023-24 Supplemental Law Enforcement Service Account (SLESA) funds totaling \$167,753 for the frontline law enforcement equipment and supply items.

**PUBLIC SERVICES**

**5) CONSIDERATION OF LETTER OF AUTHORIZATION TO AUTHORIZE THE  
SGVCOG TO SUBMIT A REGIONAL APPLICATION FOR THE SB 1383 LOCAL  
ASSISTANCE GRANT PROGRAM AND ACT AS LEAD AGENCY ON BEHALF OF  
THE CITY**

**Carried 5-0 to:** authorize the Acting City Manager to execute a Letter of Authorization to allow the San Gabriel Valley Council of Governments (SGVCOG) to apply for the CalRecycle 1383 Local Assistance Grant Program on behalf of the City.

**END OF CONSENT CALENDAR**

**HEARINGS**

**PUBLIC HEARINGS**

**6) CONSIDERATION OF ADOPTION OF NEW AND REVISED FEES AND CHARGES  
FOR SERVICES PROVIDED BY THE CITY**

**Public Comments in Favor**

Andrew Baeza

**Public Comments Neither in Favor nor Opposed**

None.

**Public Comments in Opposition**

Martha

R. Robinson

***ACTION: Motion by Mayor Pro Tem Wu, Second by Councilman Cantos Carried 5-0 to:*** To conduct a public hearing, and thereafter adopt the following resolution:

**RESOLUTION NO. 2023-92 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ESTABLISHING AND ADOPTING NEW AND REVISED FEES AND CHARGES FOR SERVICES PROVIDED BY THE CITY OF WEST COVINA**

**DEPARTMENTAL REGULAR MATTERS**

**CITY MANAGER'S OFFICE**

**7) CONSIDERATION OF COUNCIL AND COMMISSIONER COMPENSATION AND BENEFITS**

***ACTION: Motion by Mayor Pro Tem Wu, Second by Councilman Cantos 5-0 to***

1. Introduce for first reading the following ordinance:

**ORDINANCE NO. 2518 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 2-23 OF THE WEST COVINA MUNICIPAL CODE RELATING TO CITY COUNCIL COMPENSATION**

***ACTION: Motion by Councilwoman Lopez Viado, Second by Mayor Pro Tem Wu 5-0 to:***

2. Adopt the following resolutions:

**RESOLUTION NO. 2023-105 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REVISING THE SCHEDULE OF BENEFITS FOR CITY COUNCIL MEMBERS AND REPEALING RESOLUTION NO. 2018-94**

**RESOLUTION NO. 2023-106 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, INCREASING STIPENDS FOR CITY COMMISSIONERS AND REPEALING RESOLUTION NO. 2018-85**

**8) ELECTION OF CITY MEMBER FOR SAN GABRIEL BASIN WATER QUALITY AUTHORITY BOARD REPRESENTING CITIES WITHOUT PRESCRIPTIVE PUMPING RIGHTS**

***ACTION: Motion by Councilwoman Lopez Viado Mayor Pro Tem Wu, Second Councilman Cantos by 5-0 to:***

1. **Nominate Valerie Muñoz to represent cities without prescriptive pumping rights on the Board of the San Gabriel Basin Water Quality Authority.**
2. **Adopt the following resolution casting its votes for the candidate selected:**

**RESOLUTION NO. 2023-112 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA CASTING ITS VOTES FOR COUNCILMEMBER VALERIE MUÑOZ TO REPRESENT CITIES WITHOUT PRESCRIPTIVE WATER PUMPING RIGHTS ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY**

#### **COMMUNITY DEVELOPMENT**

##### **9) CONSIDERATION OF STREET SWEEPING PROGRAM OPTIONS**

***ACTION: Motion by Mayor Pro Tem Wu, Second Councilman Cantos by 5-0 to:***

Approve agreement with Nationwide to provide weekly street sweeping within a 4-hour window and providing notice to the residents.

#### **POLICE DEPARTMENT**

##### **10) CONSIDERATION OF RESOLUTION NO. 2023-93 APPROVING THE CALPERS EXCEPTION TO THE 180-DAY WAIT PERIOD**

***ACTION: Motion by Mayor Pro Tem Wu, Second by Councilwoman Lopez Viado 5-0 to:*** Adopt the following resolution:

**RESOLUTION NO. 2023-93 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, MAKING THE REQUIRED CERTIFICATIONS AND APPROVING THE APPOINTMENT OF ANNETTE CARLOS AS A PART-TIME RETIRED ANNUITANT POLICE RECORDS SPECIALIST II IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTIONS 7522.56 AND 21224**

#### **MAYOR/COUNCILMEMBERS REPORTS**

- Motion by Mayor Pro Tem Wu and seconded by Councilwoman Lopez-Viado, with no objection, to work with Black Widow, and the family and place a plaque (for the three fatalities) at the intersection Westport Street and Amar Road and have Transtech analyze this intersection.
- Motion by Councilman Cantos and second by Mayor Pro Tem Wu, with no objection, to set a procedure when reaching out to families during a tragic event.

- Motion by Mayor Calderón Tabatabai second by Councilman Cantos, with a 4-1 vote (No: Wu), to direct staff to bring back a resolution moving the City Manager Report to before the Public Comments section of the meeting.
- Motion by Mayor Calderón Tabatabai second by Councilman Cantos, with a 2-3, Item fails (No: Diaz, Lopez-Viado, Wu), to direct staff to bring back a resolution moving non agenda public comments to the end of the Council Meeting.

**CITY COUNCIL COMMENTS**

- Councilwoman Lopez-Viado along with the rest of the Council thanked staff and Commissioner Gutierrez for their hard work on the Centennial Toy Giveaway held on 12/3/2023.
- Councilman Cantos along with Councilwoman Diaz thanked Councilwoman Lopez-Viado for her commitment staff on the Centennial Toy Giveaway held on 12/3/2023.

**ADJOURNMENT**

A motion to adjourn the Regular Meeting was made by Councilwoman Lopez-Viado, and the meeting was adjourned at 11:13 p.m. The next regularly scheduled Regular City Council Meeting will be held on Tuesday, December 19, 2023, at 7:00 p.m. in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

Submitted By:

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Lisa Sherrick  
Assistant City Clerk

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Brian Calderón Tabatabai  
Mayor



## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** December 19, 2023

**TO:** Mayor and City Council

**FROM:** Paulina Morales  
Acting City Manager

**SUBJECT: CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2518 RELATING TO CITY COUNCIL COMPENSATION**

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### RECOMMENDATION:

It is recommended that the City Council adopt the following ordinance:

**ORDINANCE NO. 2518 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 2-23 OF THE WEST COVINA MUNICIPAL CODE RELATING TO CITY COUNCIL COMPENSATION**

### BACKGROUND:

At the September 19, 2023 City Council meeting, members of the City Council expressed the desire to increase the City Council salary in order to encourage more members of the community to serve on the City Council, noting that it is not financially feasible for many members of the community to serve at the current salary.

At the December 5, 2023 City Council meeting, the City Council introduced Ordinance No. 2518 relating to increasing Council compensation.

### DISCUSSION:

California Government Code section 36516(a)(2) establishes the maximum amount of City Council salaries based on city population. The amounts set forth in Section 36516(a)(2) have not been adjusted since 1984.

In June 2023, the Governor signed SB 329, which amends California Government Code section 36516, effective January 1, 2024, to increase the maximum salaries set forth in Section 36516 to adjust for inflation since 1984. The author of the bill stated that city council members have one of the hardest jobs in California government, dealing with a wide range of issues, often with very little financial compensation. The author also stated that low levels of pay make it much harder for council members to balance their careers and personal obligations with the calling to serve their community. The author further stated that raising the pay will make it easier for members of marginalized communities to serve, and that increasing compensation is an important step in achieving city councils that are reflective of their communities.

California Government Code section 36516(a)(4) allows for increases in council member salaries in an amount not to exceed 5% for each calendar year from the operative date of the last adjustment of the salary in effect when the ordinance to increase the salary is enacted.

Since it has been 33 years since the last adjustment, the maximum increase allowed, per Section 36516(a)(4), is \$1,262, which increases the Council's monthly compensation to \$2,027/month or \$24,327/year:

$$5\% \times 33 = 165\%$$

$$\$765 \times 165\% = \$1,262$$

$$\$765 + \$1,262 = \$2,027$$

The estimated fiscal impact to the General Fund would be approximately \$80,000 annually.

It is important to note that the increase to the City Council salaries would not take effect until after the results are certified for the next City Council election, which is November 2024.

Staff recommends that the City Council adopt Ordinance No. 2518.

#### LEGAL REVIEW:

The City Attorney's Office has reviewed the ordinance and approved it as to form.

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### Fiscal Impact

#### FISCAL IMPACT:

The table below provides a summary of the estimated fiscal impact.

| Category             | Current      | Resolution/Ordinance | Estimated Annual Fiscal Impact to General Fund |
|----------------------|--------------|----------------------|--|
| Council Compensation | \$9,180/year | \$24,327/year        | \$80,000                                       |

Based on the revenue and expenditure assumptions in the City's Long-Range Financial Forecast: FYE 2024-2028, the General Fund is anticipated to have positive revenue over expenditures for the forecasted period. This positive excess is modest in FYE 2025 (slightly over \$1 million) but is anticipated to increase in the outer years to over \$5 million in FYE 2028. Additionally, reserves are anticipated to increase over the upcoming years from 26% in FYE 2022 to 36% in FYE 2028.

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### Attachments

Attachment No. 1 - Ordinance No. 2518

**CITY COUNCIL GOALS & OBJECTIVES:** Maintain Good Intergovernmental Relations

**ORDINANCE NO. 2518**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
WEST COVINA, CALIFORNIA, AMENDING SECTION 2-23  
OF THE WEST COVINA MUNICIPAL CODE RELATING TO  
CITY COUNCIL COMPENSATION**

**WHEREAS**, California Government Code section 36516(a)(1) provides that the City Council may enact an ordinance setting the salary for each member of the City Council, the amount of which is based on the population of the City; and

**WHEREAS**, California Government Code section 36516(a)(4) provides that the City Council's salaries may be increased by up to five percent (5%) per calendar year from the operative date of the last adjustment; and

**WHEREAS**, on November 13, 1989, the City Council adopted Ordinance No. 1830, establishing a monthly salary of \$765.00 for each City Council Member, effective July 1, 1990; and

**WHEREAS**, the time, commitment, and expense of serving on the City Council have increased, but the salaries for City Council Members have not been adjusted since 1990; and

**WHEREAS**, increasing the monthly salary as authorized by California Government Code section 36516 may help attract members of the public from different income levels to run for City Council by providing sufficient income for their service to help ensure they can serve the public while supporting their families; and

**WHEREAS**, the City Council desires to adjust City Council salaries as authorized by California Government Code section 36516; and

**WHEREAS**, in accordance with California Government Code section 36516.5, the adjusted salaries will not take effect until one or more Council Members begins a new term of office following the November 2024 election; and

**WHEREAS**, all legal prerequisites prior to the adoption of this Ordinance have occurred.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** Amendment to Section 2-23 of the West Covina Municipal Code. Section 2-23 (Salary) of Division 1 (Generally) of Article II (City Council) of Chapter 2 (Administration) of the West Covina Municipal Code is hereby amended to read as follows:



Sec. 2-23. - Salary.

Each member of the city council shall receive a salary in the sum of two thousand twenty seven dollars (\$2,027.00) per month in accordance with California Government Code section 36516. The salary is payable at the same time and in the same manner as the salaries are paid to other officers and employees of the city.

**SECTION 2. Effective Date of Salary Adjustment.** Pursuant to California Government Code section 35616.5, the increased salary set forth in Section 1 of this Ordinance shall go into effect and become payable for all City Council Members when one or more members of the City Council becomes eligible for a salary increase by virtue of the Council Member beginning a new term of office following the November 5, 2024 general municipal election.

**SECTION 3. Environmental Compliance.** The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption and implementation of this Ordinance will have a significant effect on the environment. The Ordinance is therefore exempt from the environmental review requirements of the California Environmental Quality Act pursuant to Section 15061(b)(3) (Common Sense Exemption) of Title 14 of the California Code of Regulations.

**SECTION 4. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of West Covina hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

**SECTION 5. Effective Date.** This Ordinance shall take effect thirty (30) days after its final passage.

**SECTION 6. Certification.** The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted in the manner required by law.

**PASSED, APPROVED AND ADOPTED** this 19th day of December, 2023.

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Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

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Thomas P. Duarte  
City Attorney

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Lisa Sherrick  
Assistant City Clerk

ATATE OF CALIFORNIA                     )  
COUNTY OF LOS ANGELES             )  
CITY OF WEST COVINA                 )

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. 2518 was introduced at a regular meeting of the City Council held on the 5th day of December, 2023, and adopted at a regular meeting of the City Council held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

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Lisa Sherrick  
Assistant City Clerk



## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** December 19, 2023

**TO:** Mayor and City Council

**FROM:** Paulina Morales  
Acting City Manager

**SUBJECT: CONSIDERATION OF CANCELATION OF THE CANCELATION OF VARIOUS COUNCIL MEETINGS**

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### RECOMMENDATION:

It is recommended that the City Council cancel the following City Council Meetings:

- January 2, 2024
- August 6, 2024 (National Night Out)
- November 5, 2024 (Election Night)

### BACKGROUND:

The City Council holds regular City Council Meetings on the 1st and 3rd Tuesday of each month. Meetings that conflict with a national holiday, lack a quorum, or, at the discretion of the City Council, may be canceled so long as advance notice is provided to the public.

### DISCUSSION:

City staff is presenting this item for the City Council's consideration and to provide advance notice to the public. Historically, the City Council has canceled meetings due to special events (i.e. National Night Out, Election Night), proximity to holidays, and light agendas.

Staff is recommending canceling the following City Council meetings:

- January 2, 2024 - due to the proximity to holidays
- August 6, 2024 - this is National Night Out
- November 5, 2024 - meeting lands on Election Day

### OPTIONS:

The City Council has the following options:

- 1) Approve staff's recommendation;
- 2) Reschedule the meetings to alternative dates; or
- 3) Provide alternative direction.

**Prepared by:** Lisa Sherrick; Assistant City Clerk

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**CITY COUNCIL GOALS & OBJECTIVES:** Maintain Good Intergovernmental Relations  
Enhance City Image and Effectiveness



## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** December 19, 2023

**TO:** Mayor and City Council

**FROM:** Paulina Morales  
Acting City Manager

**SUBJECT: CONSIDERATION OF REVISIONS TO SALARY AND BENEFITS SCHEDULE FOR CITY DEPARTMENT HEADS**

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### RECOMMENDATION:

It is recommended that the City Council adopt the following resolution:

**RESOLUTION NO. 2023-113 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REVISED SALARY AND BENEFITS SCHEDULE FOR NON-REPRESENTED CITY DEPARTMENT HEADS**

### BACKGROUND:

On November 2, 2021, City Council approved resolutions adopting Memorandums of Understanding (MOU) with the Maintenance & Crafts Employees' Association, General Employees' Association, Middle Management Employees' Association, Confidential Employees' Association, and the Non-Sworn Safety Support Employees' Union. These agreements all included a term of 3 years and 8%-3%-3% salary increases (effective November 2021, July 2022, and July 2023).

On January 18, 2022, City Council approved resolutions adopting MOUs with the Police Management Association (PMA) and Police Officers' Association (POA). The PMA agreement included a term of 3 years, 8%-3%-3% salary increases (effective January 2022, 2023, and 2024), an increase in employee CalPERS contributions, and \$5,000 in one-time non-PERSable Essential Worker Pay. The POA agreement included a term of 3 years and 3%-3%-3% salary increases (effective January 2022, July 2022, and July 2023).

On February 15, 2022, City Council approved a resolution adopting an MOU with the Fire Management Association, which included a term of 3 years and 8%-4%-4% salary increases (effective February 2022, July 2022, and July 2023).

On October 4, 2022, City Council approved a resolution adopting an MOU with the Firefighters' Association, which included a term of 3 years and 9%-3%-3% salary increases (effective October 2022, July 2023, and July 2024).

On December 6, 2023, City Council approved a resolution to revise the salary and benefits schedule for non-represented City Management Team members. This resolution included an increase of 5% in the

salary ranges, effective the first full pay period following Council approval.

#### DISCUSSION:

In January 2024, the salary range for the Police Captain will surpass that of the Police Chief. Additionally, other Department Head positions run the risk of being surpassed by their subordinates if no additional increases occur. Table 1 below provides a summary of all salary increases starting in 2021. Please note this table does not consider any increases that may be negotiated with the other groups by July 2024.

| Year  | Misc. Groups Including Mid. Mgmt. | FFA | FMA | POA | PMA | Dept. Heads |
|-------|-----------------------------------|-----|-----|-----|-----|-------------|
| 2021  | 8%                                | N/A | 8%  | 3%  | N/A | N/A         |
| 2022  | 3%                                | 9%  | 4%  | 3%  | 8%  | 5%          |
| 2023  | 3%                                | 3%  | 4%  | 3%  | 3%  | N/A         |
| 2024  | N/A                               | 3%  | N/A | N/A | 3%  | N/A         |
| Total | 14%                               | 15% | 16% | 9%  | 14% | 5%          |

Except for Fire Management, which received 11% more, all other management groups will have received 9% more than the Department Head positions as of January 2024. The attached resolution includes an increase in Department Head salary ranges equal to the increases provided to subordinate bargaining groups, as shown in the table below. Consistent with the increases provided to subordinate bargaining groups, the Fire Chief salary range would increase by 11% and all other Department Head salary ranges would increase by 9%. If approved, the new salary ranges would be effective the first full pay period in January, consistent with the PMA increase.

| Bargaining Group | % Increase over Dept. Heads |
|------------------|-----------------------------|
| Police Mgmt.     | 9%                          |
| Fire Mgmt.       | 11%                         |
| Mid-Mgmt.        | 9%                          |

#### LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

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### Fiscal Impact

#### FISCAL IMPACT:

The annual estimated fiscal impact to match these percentages is approximately \$160,000 a year. If initiated in January, the impact to the FY2023-24 Budget would be \$80,000. These positions are spread across multiple funds. The table below outlines the impact over three years.

Estimated Fiscal Impact

| Fiscal Year         | FY2023-24 | FY2024-25 | FY2025-26 | Total     |
|---------------------|-----------|-----------|-----------|-----------|
| Salaries & Benefits | 80,000    | 160,000   | 160,000   | \$400,000 |

The FY2023-24 General Fund Budget had an estimated revenue less expenditures of \$176,081. On November 7, 2023, City Council approved a budget amendment for Council Allowances, bringing the net change in fund balance to \$156,081 for FY2023-24.

Based on the revenue and expenditure assumptions in the City's Long-Range Financial Forecast: FYE 2024-2028, the General Fund is anticipated to have positive revenue over expenditures for the forecasted period. This positive excess is modest in FYE 2025 (slightly over \$1 million) but is anticipated to increase in the outer years to over \$5 million in FYE 2028. Additionally, reserves are anticipated to

increase over the upcoming years from 26% in FYE 2022 to 36% in FYE 2028.

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### **Attachments**

Attachment No. 1 - Resolution No. 2023-113

Exhibit A to Resolution No. 2023-113

Appendix A - Department Head Salary Schedule

**CITY COUNCIL GOALS & OBJECTIVES:** Enhance City Image and Effectiveness

**RESOLUTION NO. 2023-113**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF WEST COVINA, CALIFORNIA, APPROVING THE  
REVISED SALARY AND BENEFITS SCHEDULE FOR  
NON-REPRESENTED CITY DEPARTMENT HEADS**

**WHEREAS**, on November 2, 2021, the City Council approved resolutions adopting Memorandums of Understanding (MOU) with the Maintenance & Crafts Employees' Association, General Employees' Association, Middle Management Employees' Association, Confidential Employees' Association, and the Non-Sworn Safety Support Employees' Union. These agreements all included salary increases of 8% in November 2021, 3% in July 2022, and 3% in July 2023; and

**WHEREAS**, on January 18, 2022, the City Council approved resolutions adopting MOUs with the Police Management Association (PMA) and Police Officers' Association (POA). The PMA agreement included salary increases of 8% in January 2022, 3% in January 2023, and 3% in January 2024. The POA agreement included salary increases of 3% in January 2022, 3% in July 2022, and 3% in July 2023; and

**WHEREAS**, on February 15, 2022, the City Council approved a resolution adopting an MOU with the Fire Management Association, which included salary increases of 8% in February 2022, 4% in July 2022, and 4% in July 2023; and

**WHEREAS**, on October 4, 2022, the City Council approved a resolution adopting an MOU with the Firefighters' Association, which included salary increases of 9% in October 2022, 3% in July 2023, and 3% in July 2024; and

**WHEREAS**, on December 6, 2022, the City Council approved a resolution authorizing a 5% increase in the salary ranges for City Department Heads; and

**WHEREAS**, the increase to the salary ranges for Department Heads was the first increase to such salary ranges since 2016; and

**WHEREAS**, all management bargaining units received combined salary increases of at least 9% more than Department Heads; and

**WHEREAS**, in January 2024, the salary range for the Police Captain will surpass that of the Police Chief; and

**WHEREAS**, if no additional increases to the salary ranges for Department Heads occur, the City risks having Department Heads earning less than their subordinates; and

**WHEREAS**, the City Council desires to authorize salary range increases for Department Heads equal to the increases provided to subordinate bargaining groups,



which increases total 11% for the Fire Chief salary range and 9% for all other Department Head salary ranges; and

**WHEREAS**, the City Council desires to amend the Department Head Salary & Benefit Schedule accordingly.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES RESOLVE AS FOLLOWS:**

**SECTION 1.** Article One, Section I (Salary) and Appendix A (Department Head Position Classifications & Salary Schedule) of the Department Head Salary & Benefit Schedule shall be amended as set forth in Exhibit A, attached hereto and incorporated herein. The City Council hereby approves the amended Department Head Salary & Benefit Schedule attached hereto as Exhibit A.

**SECTION 2.** The amended Department Head Salary & Benefit Schedule shall become effective the first full pay period in January 2024.

**SECTION 3.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

**APPROVED AND ADOPTED** this 19th day of December, 2023.

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Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

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Thomas P. Duarte  
City Attorney

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Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-113 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lisa Sherrick  
Assistant City Clerk

**EXHIBIT A**

**DEPARTMENT HEAD SALARY & BENEFIT SCHEDULE**

# **CITY OF WEST COVINA**



## **DEPARTMENT HEAD SALARY & BENEFIT SCHEDULE**

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**ARTICLE ONE**  
**SALARIES AND COMPENSATION**

**I. SALARY**

Department Head salary ranges shall be adjusted in accordance with the Position Classifications & Salary Schedule included as Appendix "A". This salary schedule shall become effective the first full pay period in January 2024.

**II. DEFERRED COMPENSATION**

The City shall contribute for each Department Head three hundred dollars (\$300.00) per month to a deferred compensation plan. Department Heads may utilize the funds as follows:

- Department Heads may apply the City's contribution to a deferred compensation plan from a list of plans provided by the City.
- Department Heads may apply the City's contribution as they determine to medical, dental, or life insurance premiums.
- Department Heads may take cash in lieu of depositing funds in a deferred compensation plan.

**III. PERS BENEFIT PLANS**

**A. Miscellaneous Department Heads**

**Tier 1 – 2.5% at age 55 (Employees Hired Prior to January 1, 2011)**

Department Heads classified as miscellaneous employees by PERS shall participate in the 2.5% at age 55 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of eight percent (8%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as miscellaneous employees under the 2.5% at age 55 formula shall be computed using the One-Year Final Compensation Option.



**Tier 2 – 2% at age 60 (“Classic” PERS Members)**

Department Heads classified as miscellaneous employees by PERS hired between January 1, 2011, and January 1, 2013, or having reciprocity with another PERS agency (“classic member”) shall participate in the 2% at age 60 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of seven percent (7%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as miscellaneous employees under the 2% at age 60 formula shall be computed using the One-Year Final Compensation Option.

**Tier 3 – 2% at age 62 (New PERS Members, i.e. PEPR)**

All Department Heads classified as “new members,” as defined by the Public Employees’ Pension Reform Act of 2013, hired on or after January 1, 2013 shall participate in the 2% at age 62 PERS retirement benefit plan, with their final compensation based upon the average of their highest annual compensation earned over a three (3) year period. New members will be required to pay the appropriate share of their pension costs and other provisions, as required by the Public Employees’ Pension Reform Act of 2013. Contributions shall be made on a pre-tax basis.

**B. Sworn Public Safety Department Heads**

**Tier 1 – 3% at age 50 (Employees Hired Prior to December 19, 2012)**

Department Heads classified as safety employees by PERS shall participate in the PERS 3% at age 50 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of nine percent (9%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as public safety employees under the 3% at age 50 formula shall be computed using the One-Year Final Compensation Option.

**Tier 2 – 3% at age 55 (“Classic” PERS Members)**

Department Heads classified as safety employees by PERS hired between December 19, 2012 and January 1, 2013 or having reciprocity with another PERS agency (“classic member”) shall participate in the 3% at age 55 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of nine percent (9%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as public safety employees under the 3% at age 55 formula shall be computed using the One-Year Final Compensation Option.

**Tier 3 – 2.7% at age 57 (New PERS Members, i.e. PEPRA)**

Department Heads classified as “new safety members,” as defined by the Public Employees’ Pension Reform Act of 2013, hired on or after January 1, 2013 shall participate in the 2.7% at age 57 PERS retirement benefit plan, with their final compensation based upon the average of their highest annual compensation earned over a three (3) year period. New members will be required to pay the appropriate share of their pension costs and other provisions, as required by the Public Employees’ Pension Reform Act of 2013.

**IV. PERS RETIREMENT BENEFITS**

The contract between the City and Public Employees’ Retirement System (PERS) shall provide the following benefits.

**A. Unused Sick Leave**

Unused accumulated sick leave may be converted to additional service credit at the time of retirement pursuant to PERS Section 20862.8.

**B. 4th Level Survivor Benefits**

Fourth Level of 1959 Survivor Benefits PERS Section 21574 for Department Heads.

**C. Military Buy Back**

Military service credit as public service credit under PERS section 21024.

**V. EPMC REPLACEMENT RETIREMENT PLAN**

**A. Miscellaneous Department Heads**

The City will provide to those Miscellaneous Department Heads retiring from the City a supplemental retirement plan that will provide a benefit based on .70% of PERSable compensation. The age and years of service factors utilized by PERS will be multiplied by .70% of their single highest year PERSable compensation to determine this benefit value. This benefit will be paid annually in January of each year and will include a 2% cost of living adjustment each year during the life of the retiree. At the time of retirement, Miscellaneous Department Heads can make a one-time election to receive either the ongoing annual stipends or a lump sum payment based on the present value of those annual stipends.

**B. Sworn Public Safety Department Heads**

The City will provide to those Sworn Department Heads retiring from the City a supplemental retirement plan that will provide a benefit based on .89% of PERSable compensation to all Sworn Department Heads. The age and years of service factors utilized by PERS will be multiplied by .89% of their single highest year PERSable compensation to determine this benefit value. This benefit will be paid monthly and will include a 2% cost of living adjustment in January of each year during the life of the retiree. At the time of retirement, Sworn Department Heads can make a one-time election to receive either the ongoing monthly

stipends or a lump sum payment based on the present value of those monthly stipends.

**C. EPMC Benefit Exclusion**

Miscellaneous and Public Safety Department Heads appointed or promoted to Department Head on or after January 1, 2013 are not eligible for the EPMC replacement retirement plan, and therefore this benefit shall not be provided to this cohort.

**VI. ACTING PAY ASSIGNMENT**

Acting pay is intended to compensate those employees assigned to perform the main executive duties of another department or a position having more responsibility and/or requiring a significantly higher level of expertise.

Those Department Heads that are serving in an acting capacity of a Department, in addition to their own Department may receive acting pay at a rate of five percent (5%) above their base salary after the completion of the thirtieth (30<sup>th</sup>) calendar day of such appointment until the completion of the appointment, provided such appointment is approved by the City Council.

**ARTICLE TWO**  
**FRINGE BENEFITS**

**I. FRINGE BENEFITS ADMINISTRATION**

Fringe benefits shall be provided as set forth in the following guidelines for all Department Heads.

**A. Administration**

The City reserves the right to select, administer, or fund any fringe benefits programs involving insurance that now exist or may exist in the future.

**B. Selection and Funding**

In the administration of fringe benefits programs involving insurance, the City shall have the right to select any insurance carrier, self insure, or other method of providing coverage to fund the benefits provided, as long as the benefits of the plan are substantially the same.

The City may choose to exercise its right to select the insurance carrier and select Medicare as the City's Retirement Insurance Carrier for eligible Department Heads and retirees. In such case, the Department Heads and retirees who are eligible will be required to enroll in Medicare and continue to be eligible to participate in other City medical plans.

**II. CAFETERIA PLAN**

The City's contributions for Medical, Dental, and Vision Insurance shall be provided as set forth below for all Department Heads.

**A. Health Insurance**

To comply with the Public Employees' Hospital and Medical Care Act (PEMCHA), the City will contribute the statutory minimum amount for the provision of medical insurance. In addition, the City will contribute an additional amount for current Department Heads into a cafeteria plan in accordance with IRS Code Section 125. These additional amounts will be as follows:

1. Employee Only (Single): An employee who selects an Employee Only medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser Employee Only medical premium or \$600 whichever is greater.
2. Employee Plus One (Two-Party): An employee who selects an Employee Plus One medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser Employee Plus One medical premium.

3. Employee Plus Two or More (Family): An employee who selects an Employee Plus Two or More medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser Family medical premium.

**B. Health Insurance Excess Amount**

Should the City's monthly contribution exceed the monthly medical premium amount for the employee's selection, the excess amount can be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.

**C. Health Insurance Cash In-Lieu**

Any West Covina employee, hired before June 30, 2012, who does not participate in the City's health insurance plan and can demonstrate that he/she has health insurance coverage from another source will receive a City contribution of six hundred dollars (\$600) per month. This amount may be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.

All employees hired on or after July 1, 2012, who do not participate in the City's health insurance plan and can demonstrate that he/she has health insurance coverage from another source will receive a City contribution of three hundred dollars (\$300). This amount may be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.

**D. Dental Insurance**

In addition to the provision for medical insurance, the cafeteria amount shall also include up to \$62.23 monthly for dental insurance for the member and eligible dependents. If the dental insurance plan selected by the member is less than \$62.23, the cafeteria amount shall be the cost of the dental insurance plan selected. If the dental insurance plan selected by the member is equal to or more than \$62.23 per month, the cafeteria amount shall be \$62.23.

**E. Vision Insurance**

In addition to the provisions for medical and dental insurance, the cafeteria amount shall also include the employee only monthly cost for vision insurance. Employees may enroll eligible dependents in the plan at the employee's cost.

**III. RETIREE HEALTH BENEFIT**

The City's monthly contributions for retiree health insurance shall be provided as set forth below for all Department Heads.

**A. Miscellaneous Department Heads**

The City shall provide Miscellaneous Department Heads an amount equal to the Public Employees' Medical and Hospital Care Act (PEMCHA) statutory

minimum, as established by the State and afforded to other employees for the payment of premiums for retiree health insurance under the program. To receive this benefit, the retiree must elect to participate in a PERS Health Plan following retirement from the City

**B. Tier 1 – Sworn Public Safety Department Heads (Police Chief & Fire Chief)**

Sworn Public Safety Department Heads hired prior to June 30, 2016 shall receive up to \$1,004.80 per month per eligible retiree for the payment of premiums for retiree health insurance. To qualify for this benefit, the Sworn Department Head must have been continuously employed by the City and previously eligible for this benefit as a member of another West Covina Public Safety Bargaining Unit.

Additionally, any City of West Covina retiree receiving this benefit who comes out of retirement and returns to full-time service with the City shall have the benefit held in abeyance until their future retirement from the City. Upon the employee's second retirement from the City, the benefit will be reinstated at the same monthly rate received upon their initial retirement from the City.

If a retired member should select an insurance carrier other than a carrier selected by the City, the City contribution shall be made to the employee upon submitting to the City proof of the selected insurance carrier's premium. It is further understood that the contributions hereinabove set forth are due and payable to reduce the cost of retired members' health insurance premiums.

**C. Tier 2 – Sworn Public Safety Department Heads (Police Chief & Fire Chief)**

The City shall provide Sworn Public Safety Department Heads hired on or after June 30, 2016 an amount equal to the PEMCHA statutory minimum, as established by the State and afforded to other employees for the payment of premiums for retiree health insurance under the program. To receive this benefit, the retiree must elect to participate in a PERS Health Plan following retirement from the City.

**IV. RETIREE HEALTH SAVINGS PLAN (RHS)**

Effective July 1, 2015, the City shall contribute \$250 per month into an RHS plan for each Department Head (Miscellaneous and Public Safety).

**V. SUPPLEMENTAL RETIREMENT PLAN – MISC DEPARTMENT HEADS**

Miscellaneous Department Heads appointed prior to January 1, 2013 shall receive a Supplemental Retirement Benefit (PARS) of \$856.81/month (2015 Benefit), which has a 2% cost-of-living adjustment effective on the anniversary date of commencement of the Retirement Benefit. Department Heads must have five years of service with the City, and retire from the City, to be eligible for the Supplemental Retirement Benefit.

Miscellaneous Department Heads appointed between January 1, 2013 and June 30, 2015 shall receive a \$250 contribution in an RHS plan from the date of appointment to June 30, 2015, for the elimination of this benefit.

Miscellaneous Department Heads appointed after January 1, 2013 shall no longer receive a Supplemental Retirement Benefit. In-lieu of this benefit, Department Heads shall receive a \$250 per month contribution into an RHS plan (see Section IV).

#### **VI. RETIREE DENTAL INSURANCE BENEFIT**

Department Heads that retire directly from the City shall be allowed to participate in the City's employee dental insurance program based on employee monthly premium rates. The City shall not contribute to the retiree's monthly dental premium.

#### **VII. SECTION 125 PLAN**

The City has established a program consistent with Section 125 of the IRS Code, which enables employees to voluntarily use pre-tax earnings for medical, dental, and dependent care expenses. Participation in the plan is voluntary for Department Heads and it is understood that the City shall not be obligated to contribute or pay any costs for those who participate in the plan.

#### **VIII. LIFE INSURANCE**

The City shall provide life insurance as set forth below for all Department Heads.

##### **A. Term Policy**

The City shall provide all Department Heads a term life insurance policy in the amount of \$100,000 while actively employed with the City and a benefit of \$10,000 following retirement directly from the City. Department Heads can voluntarily purchase additional life insurance from \$10,000 to \$500,000. The cost per \$1,000 of coverage is based on age. Any additional life insurance over \$100,000 will require a health screening which shall be at the employee's or retiree's own expense.

##### **B. Accidental Death & Dismemberment (AD&D)**

The City currently provides a \$100,000 AD&D insurance policy which covers employees for AD&D while on duty. Employees can purchase additional AD&D benefits from \$10,000 to \$500,000. The cost per \$1,000 of coverage is based on age. Any additional AD&D insurance over \$100,000 will require a health screening which shall be at the employee's own expense.

#### **IX. LONG TERM DISABILITY INSURANCE**

The City shall provide all Department Heads a long-term disability insurance (LTD) plan, which provides sixty percent (60%) of monthly earnings, to a maximum benefit of \$10,000 per month. Benefits become payable on the later of: 1) 180 days; or 2) the date your accumulated leave time is exhausted. Coverage after 90 days may be purchased by the employee through payroll deduction and must be purchased within thirty (30) days of employment.

## **X. STATE DISABILITY**

The City shall provide Department Heads the option to purchase State Disability Insurance. Department Heads shall be responsible for the full cost of the premiums and expenses associated with the state program.

## **XI. TUITION REIMBURSEMENT PROGRAM**

The City shall provide assistance for the costs of tuition for all Department Heads in accordance with the following guidelines:

### **A. Maximum Reimbursement**

Department Heads' maximum annual tuition reimbursement (including books) shall be one-thousand five-hundred dollars (\$1,500.00) per fiscal year subject to budget appropriations.

### **B. Administrative Policy**

The specific details of the Tuition Reimbursement Program are set forth in the Administrative Policy approved on August 13, 1992, and as amended thereafter.

### **C. Repayment Upon Termination**

Any Department Head who received tuition reimbursement and terminates (excluding layoffs) within two (2) years after receiving reimbursement must pay back reimbursed monies to City at termination.

Repayment shall be pro-rated over the 24-month period prior to termination date.

## **XII. CAR ALLOWANCE**

The City shall provide a three-hundred dollar (\$300) per month car allowance to all Department Heads in-lieu of having and/or regularly utilizing a City vehicle for conducting City business. The City Manager, at his/her discretion, may allow Department Heads the option of using a City vehicle in-lieu of the \$300 monthly cash allowance.

## **XIII. UNIFORM ALLOWANCE**

The City shall provide an annual uniform allowance of \$1,000 to the Police Chief and Fire Chief. The allowance shall be paid in January of each year.

## **XIV. MISUSE OF BENEFITS**

Department Heads who fraudulently gain or fraudulently attempt to gain for themselves or others by deception, omission, or fraud the benefits of the City's Workers' Compensation, retirement, medical, dental, or other insurance policies or any other benefit to which they would not otherwise be entitled shall be subject to one or both of the following:

- a) denial of requested benefits; and/or
- b) disciplinary action up to and including termination.



## **ARTICLE THREE**

### **LEAVE POLICIES**

#### **I. HOLIDAYS**

The City shall provide holiday leave in accordance with the following schedules and guidelines:

##### **A. Fixed Holiday Schedule**

Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day

The following provide the guidelines for the provision of the City's officially recognized and fixed holiday schedule:

1. Each fixed holiday granted to employees shall be a full shift of up to ten (10) hours of time off with pay. Any additional time taken off above ten hours per each fixed holiday must be deducted from the employee's other leaves, such as vacation, floating holiday leave, or compensatory time.
2. City Hall and most City Departments will be permanently closed from Christmas Day through New Year's Day. The Christmas Day and New Year's Day holidays will be part of this closure and thus have been removed from the fixed holiday schedule, with the exception of New Year's Day when it falls on a Sunday. In this case, New Year's Day will be observed on the following Monday. Christmas Eve will only be recognized as a Holiday when it falls on a Monday through Thursday in any given year.
3. Holiday in-lieu pay may be granted upon the City Manager's approval. Holiday in-lieu shall be limited to a maximum of twenty (20) hours per fiscal year.
4. Should the City eliminate the paid holiday closure from December 25<sup>th</sup> through January 1<sup>st</sup>, the fixed holiday schedule shall be recognized as follows:

New Year's Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving

Christmas Eve (unless Christmas falls Saturday through Monday)  
Christmas Day

5. Each fixed holiday granted to Department Heads shall be ten (10) hours of time off with pay.

**B. Floating Holiday Leave**

In addition to the City's fixed holiday schedule, Department Heads shall be eligible to use up to forty (40) hours of floating holiday leave per each calendar year as approved by the City Manager. Floating holiday leave shall be provided in accordance with the following:

1. Floating holiday leave must be used by December 31<sup>st</sup> of the same calendar year in which it was accrued. Outstanding balances of floating holiday leave on December 31<sup>st</sup> of each calendar year shall expire on January 1<sup>st</sup> of the following calendar year. The hourly equivalent may not be paid in-lieu of time off.
2. Floating holiday leave may not be accumulated and carried over into the next calendar year. Any unused floating holiday leave time remaining at the end of each calendar year, if any, shall be null and void unless the City Manager approves the carry-over of the leave into the following calendar year.
3. If a Department Head is unable to use floating holiday leave due to work urgency, industrial injury, extended medical leave, special or pre-scheduled leave, the City Manager can authorize the carry-over of unused floating holiday leave for a period not to exceed six (6) months per year.
4. New Department Heads are not eligible to receive and use floating holiday leave until they have been continuously employed with the City for a period of one (1) month.
5. New Department Heads appointed after the beginning of the calendar year are entitled to floating holiday leave at a rate of .923 hours per pay period of full-time employment.

**C. Floating Holiday Leave – Reinstated Department Heads**

Reinstated Department Heads shall receive floating holiday leave credit for all prior service in the current year in ascertaining the number of hours usable and when they may be used.

**D. Floating Holiday Leave – Terminating Department Heads**

Terminating Department Heads who have not used all the floating holiday leave that they are entitled to shall be paid off at the rate of 1.54 hours per pay period of full time employment in the current calendar year.

If the terminating Department Head has taken more floating holiday leave time than they are entitled to, the amount of time taken in excess shall be deducted from vacation, sick leave pay-off, or salary when final payroll checks are computed.

**E. Limitations on Holiday Leave**

A temporary Department Head who is filling a full-time position during the extended absence of a regular Department Head on a military leave for military duty, shall be entitled to the same holidays as a regular Department Head.

**F. Status Eligibility**

Department Heads are eligible to receive holiday leave with pay only if they are in a “paid status” on the regularly scheduled workday or workday immediately preceding the holiday and the regularly scheduled workday or workday immediately following the holiday. “Paid status” includes vacation, sick leave, compensatory time, and injured on duty.

**G. Observation of Saturday and Sunday Holidays**

For those Department Heads whose normal workweek is Monday through Thursday, when a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in-lieu of the day observed.

When a holiday falls on a Friday, the preceding Thursday shall be deemed to be the holiday in-lieu of the day observed.

**H. Holidays Occurring on a Regularly Scheduled Day Off**

For all other Department Heads with an alternate work schedule, when a holiday falls on a regularly scheduled day off, the Department Head shall be entitled to ten (10) hours leave time for the holiday. This time can be taken as either ten (10) hours “holiday in lieu” leave time or pay at straight time of the employee’s hourly rate of pay, at the discretion of the City Manager.

**I. Holiday Scheduling**

The City reserves the right to require Department Heads to work on fixed holidays.

## II. VACATION

The City shall provide vacation leave in accordance with the following schedules and guidelines:

### A. Vacation Policy

It is the policy of the City that when possible, Department Head vacations be taken annually in the year earned. The time during the year at which a Department Head may take vacation shall be determined by the City Manager, with due regard for the wishes of the Department Head and particular regard for the service needs of the City.

### B. Vacation Leave Accrual Schedule

Eligible Department Heads shall accrue vacation leave in accordance with the following schedule:

| Months of Service | Hours Accumulated Per Pay Period | Hours Accumulated Per Month | Maximum Accruals |
|-------------------|----------------------------------|-----------------------------|------------------|
| 1 – 12*           | 3.08                             | 6.67                        | 300              |
| 13 – 108          | 4.62                             | 10.00                       | 350              |
| 109 – 120         | 4.92                             | 10.67                       | 360              |
| 121 – 132         | 5.23                             | 11.33                       | 370              |
| 133 – 144         | 5.54                             | 12.00                       | 380              |
| 145 – 156         | 5.85                             | 12.67                       | 390              |
| 157 +             | 6.15                             | 13.33                       | 400              |

\* At completion of 12 months add 40 hours

### C. Limitation of Vacation Leave Accrual

Vacation leave for Department Heads shall be limited according to the following:

1. Department Heads shall not be allowed to accrue vacation leave beyond the stated maximums.
2. No Department Head shall lose earned vacation leave because of work urgency as approved by management. Work urgency is defined as the Department's need to have the Department Head at work to perform duty assignments for a specified period of time.
3. If a Department Head has reached the maximum allowed unused vacation leave balance, and is unable to take vacation leave due to work urgency, industrial injury, extended medical leave, extraordinary circumstances, or

pre-scheduled leave as authorized by management, the Human Resources Director will approve a waiver of the maximum allowed unused balance for a period not to exceed six (6) months per fiscal year.

**D. Vacation Leave Accrual for Holidays**

When a fixed holiday falls within a scheduled vacation period, absence on that day shall be charged to holiday hours. An employee must be on paid status on the day before and after the holiday to be compensated for the holiday.

**E. Payment for Unused Vacation at Termination**

Any Department Head, who has been in continuous full-time service of the City for a period of six (6) full months or more, who is terminating his/her employment, shall be paid for accrued vacation leave time on the effective date of termination.

**F. Payment for Unused Vacation**

Upon request of the Department Head and with approval of the City Manager, a Department Head may be paid the straight time daily equivalent of his/her salary in-lieu of vacation time off in order to address unusual or emergency conditions. Such payment shall be for no more than forty (40) hours in any one calendar year, except as otherwise provided herein.

**G. Annual Vacation Cash-Out Option**

Department Heads with less than five (5) years City service may receive payment in-lieu of up to eighty (80) hours of accumulated vacation time in any one calendar year upon filing a written request with the Finance Department five days prior to requested date of issuance of the check, upon approval of the City Manager.

Department Heads with five (5) or more years of City service may receive payment in lieu of up to 120 hours accumulated vacation time in any one calendar year upon filing a written request with the Finance Department five (5) days prior to requested date of issuance of the check, upon approval of the City Manager.

**H. Vacation Leave Accrual – Reinstated/Reemployed Dept. Heads**

Any Department Head who is reinstated or reemployed under the provisions of these rules shall accrue vacation at the same rate as prior to his/her termination.

**I. Vacation Leave – New Department Heads**

1. Vacation Leave Earned Upon Appointment: The City Manager is authorized to negotiate the vacation accrual rate for new Department Heads up to 160 maximum hours, based on the number of years of public service at any municipality and not based on the years of service with the City of West Covina.

2. New Department Heads – Upon completion of six (6) consecutive months of full-time service, may be credited with one-half of the annual vacation leave and may begin using such accrual. Thereafter, Department Heads may use vacation as they complete each month of service.
3. Each Department Head shall be granted an additional forty (40) hours of vacation leave with pay, upon completion of one year of employment, at the employee's first anniversary date. Additional vacation, based on length of service, will accrue pursuant to these rules (see Article Three, Section II, Subsection B)

### **III. ADMINISTRATIVE LEAVE**

The City shall provide all Department Heads administrative leave in accordance with the following guidelines.

**A. Annual Allotment of Administrative Leave**

Effective January 1, 2017, all Department Heads shall receive a maximum of one-hundred forty (140) hours of administrative leave per year.

**B. Annual Administrative Leave Cash-Out Option**

In November of each year, Department Heads shall have the option to cash-out up to fifty (50) hours of Administrative Leave. The cash-out option is limited to one time per year.

**C. Annual Administrative Leave Carry-Over Option**

Department Heads may carry-over up to fifty (50) hours of Administrative Leave per year. There is no deadline on the use of the carry-over hours, but a maximum cap of one hundred (100) carry-over hours is established. Administrative leave that is carried over will be put into a separate leave account and will not be eligible for cash-out the following year or upon separation from the City.

**D. Administrative Leave Policy**

The specific details of the Administrative Leave Policy are set forth in Administrative Policy approved October 1, 1996, and as amended thereafter by the City Manager.

### **IV. SICK LEAVE**

The City shall provide all Department Heads sick leave in accordance with the following guidelines.

**A. Sick Leave Benefit**

Sick leave is a benefit and not a right and is to be utilized by Department Heads who are unable to work because of an injury or illness not arising out of the course of their employment, except as provided otherwise in this article.

Additionally, the sick leave benefit should be thought of as an insurance policy; it insures and protects employees against a loss in wages when they are unable to work because of an illness or injury.

**B. Sick Leave Accrual Rate and Allowances**

1. Department Heads shall accrue ninety-six (96) hours of sick leave per calendar year.
2. Following completion of thirty (30) calendar days of continuous full-time service, each Department Head shall accrue 3.69 hours of sick leave per pay period. Thereafter for each pay period of service in which the Department Head has worked or has been paid for one-half (1/2) or more of the actual number of working hours in a pay period, he/she shall continue to accrue hours of credit for sick leave with pay.
3. Sick leave may be used by new Department Heads following thirty (30) calendar days of employment.
4. Unused sick leave may be accumulated without limit.

**C. Reinstatement of Sick Leave**

1. Any Department Head who is reinstated to full-time City employment shall be given full credit for his/her unused accumulated sick leave at the time of termination, provided, however, that no payoff for accumulated sick leave was received upon termination.
2. Upon reemployment, a Department Head who has separated employment in good standing will have sick leave time reinstated in the amount accumulated at the time of separation up to a maximum of 320 hours. If through the course of continued employment accumulated sick leave exceeds 320 hours, payoff for such excess accumulations shall be made in accordance with the payoff provisions of the program, but in no case shall the aggregate of such amount(s) exceed that provided by the policy.

**D. Annual Sick Leave Cash-Out Program**

Department Heads shall be eligible for the annual sick leave cash-out option. The annual sick leave cash-out program shall be administered as follows:

1. In November of each calendar year, the City will determine the amount of sick leave each Department Head accrued and saved during the preceding 12-month period. The maximum amount that can be accrued during a 12-month period is ninety-six (96) hours.

2. The maximum amount of sick leave that Department Heads may cash-out each calendar year is forty (40) hours. Cash-out amounts shall be based on the Department Head's hourly rate.
3. To be eligible for the cash-out, Department Heads must have maintained a minimum of fifty-six (56) hours of unused sick leave accrued during the preceding 12-month period. These fifty-six (56) hours must be carried over into December. Department Heads may request cash payment or opt to bank for later use any hours that are in excess of the fifty-six (56) hour minimum carry-over.
4. Sick leave used by a Department Head during each calendar year will be charged against the Department Head's current year earnings.
5. If fifty-six (56) hours per calendar year of unused sick leave are not available, the number of unused hours must be carried over to the sick leave bank.
6. To qualify for this program, Department Heads shall not be allowed to change sick leave to other forms of paid leave.

**E. Sick Leave Payoff Upon Separation**

Department Heads employed by the City before September 1, 2018 and with over three years of full-time salaried City service shall be paid for one third (1/3) or 400 hours, whichever is less, of all sick leave accrued at the time of separation. The cash-out amount shall be based on the Department Head's hourly rate at the time of separation.

Department Heads who are terminated and/or discharged from their employment with the City are not eligible for this provision.

**F. Use of Sick Leave**

Utilization of sick leave shall be controlled by the following guidelines.

1. Approval – Department Head sick leave can only be granted upon the approval of the City Manager in the case of bona fide illness or injury of the Department Head or in the event of the care or attendance of serious illness or death of a member of the Department Head's immediate family.
2. Physician's Certificate on Use of Sick Leave – The City Manager may require evidence in the form of a physician's certificate, or written statement, as to the reason for any Department Head's absence of two (2) or more consecutive working days for which sick leave was requested. A failure to supply or provide said certificate or written statement shall be grounds for denial of sick leave pay and the imposition of such disciplinary action as may be deemed appropriate.



3. Physical Examination May be Required – Any Department Head absent from work, due to illness or accident, may be required by the City Manager to submit to and successfully complete a physical examination before returning to active duty. The physical examination will be conducted by a physician of the City's choice, with all costs to be paid by the City.

**G. Use of Sick Leave – Care of Immediate Family**

1. No more than forty-eight (48) hours of sick leave within any calendar year may be granted to a Department Head for the care or attendance upon members of his/her immediate family.
2. The phrase “immediate family,” for the use of sick leave, is defined under Bereavement Leave of this Article Five, as spouse, parent, grandparent, brother, sister, child, stepchild, grandchild, and in-laws.

**H. Temporary Disability**

1. A Department Head who is entitled to temporary disability indemnity under Div. 4, Div. 4.5 of the State Labor Code may elect to take that number of days or portions of days of his/her accumulated sick leave, or his/her accumulated vacation, as when added to his/her disability indemnity will result in payment to him/her of his/her full salary.
2. When his/her accumulated sick leave, or vacation, or both are exhausted, he/she is still entitled to receive disability indemnity.

**I. Sick Leave Limitations**

No Department Head shall be entitled to sick leave with pay while absent from duty on account of the following causes.

1. Disability arising from sickness or injury purposely self-inflicted or caused by any of his/her own willful misconduct.
2. Sickness or disability sustained while on leave of absence, other than regular vacation leave or sick leave.
3. Disability or illness arising from compensated employment other than with the City of West Covina.

**J. Sick Leave During Vacation**

Sick leave shall not be used in lieu of or in addition to vacation leave. However, a Department Head who becomes seriously ill on an approved vacation may contact the City Manager and request that sick leave be granted in lieu of vacation for the

period of illness. The City Manager has discretion in approving or disapproving such request.

**K. Holiday During Sick Leave**

Observed holidays occurring during sick leave shall not be deducted from Department Head's sick leave time.

**L. Use of Sick Leave to Offset Disability Retirement**

No Department Head shall use sick leave days to offset the date of disability retirement. The effective date of disability retirement shall be as soon as practicable after the City's physician has determined that the Department Head can no longer perform the duties of his/her or an alternate position.

**V. WORK RELATED DISABILITY LEAVE**

The City shall provide all Department Heads leave for a bona fide work injury and/or illness in accordance with the following guidelines.

**A. Injury/Illness Arising Out of Job Duties**

Whenever a Department Head is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of their duties, they shall be entitled, regardless of their period of service with the City, to leave of absence while so disabled, without loss of salary. Temporary disability compensation, if any, being considered as and credited to salary for this purpose – for the period of such disability, but not exceeding one (1) year, or until such earlier date as they are determined to be maximum medically improved (i.e., MMI or permanent and stationary) and unable to return to their usual and customary duties.

1. The leave of absence hereby granted shall be in addition to, and shall not be charged to or deducted from, accumulated sick leave except as provided here.
2. Such leave, however, shall not be paid for more than three (3) days unless and until such Department Heads are determined by the City to be legally entitled to receive benefits under the Workers' Compensation Law of the State of California based upon such injury or illness. When and while applicable, this section shall supercede the provisions of the Grievance Procedure.

**B. Salary Increases During Disability Leave**

Relative to Department Heads, (1) salary increases which would have come due during a disability leave shall take effect upon the day the employee returns to regular duties in accordance with existing rules; (2) holidays occurring during disability shall not be counted as disability leave days, but shall be considered as holidays for which time off has been utilized; and (3) vacation and sick leave benefits shall continue to accrue during periods of industrial disability leaves.

**C. Review of Safety Committee**

The first three (3) work days of absence of Department Heads due to a disability shall be charged to the Department Head's usable accumulation of sick leave or other time off benefits; provided, however, that the Safety Committee or its sub-committee, upon request of the Department Head, shall review the circumstances of the injury. If the Safety Committee rules that the Department Head had no possible opportunity to prevent or reduce the injury through any alternative action, disability time off charged to the employee's time off benefits may be restored. Such restorations shall be limited to causes where no danger could have been anticipated or precautions and actions taken by the Department Head to prevent or reduce the injury. Appeal of Safety Committee determinations provided for in this section shall be made to the City Manager, whose decision shall be final.

**VI. BEREAVEMENT LEAVE**

Bereavement leave up to forty (40) hours per occurrence will be available to a Department Head in the event of the death of said Department Head's immediate family member, which is defined as a grandparent, parent, spouse, in-laws, child, stepchild, grandchild, brother, or sister. If additional bereavement leave is necessary, sick leave may be used as approved by the City Manager. Evidence of proof may be requested.

**VII. MILITARY LEAVE**

**A. State Military and Veteran's Code**

Military leave with pay shall be granted in accordance with Section 395 of the State Military and Veteran's Code.

**B. Inactive Military Service**

1. Any Department Head who is on inactive duty such as scheduled reserve drill periods, and who has been in the service of the public agency from which leave is taken for a period not less than one year immediately prior to the day on which the absence begins shall be entitled to receive his/her salary or compensation as such public employee for the first thirty (30) calendar days of any such absence.
2. Pay for such purposes shall not exceed thirty (30) days in any one year of public agency service, all service of said public employee in the recognized military service shall be counted as public agency service.
3. The City may grant a military leave of absence without pay for an indefinite period of time to any Department Head who is called into active military service even though the Department Head does not meet the one (1) year of continuous service requirements.

### **C. Active Military Service**

1. Each full-time Department Head of the City who has been or is called to active military service with the Armed Forces of the United States in connection with the activation of the Military Reserves shall be entitled to military leave with full pay for the period of absence on military service in excess of the period covered by said Rule 10, Section 10.26.
2. The amount of pay each such Department Head shall be entitled to receive from the City for said additional period of military leave shall be the difference between the gross pay and allowances actually received by the officer or employee from the United States for such service and the gross wages that said Department Head would have received from the City Of West Covina if he or she had not been called to active military duty, subject to all necessary and appropriate deductions and withholdings.
3. The City shall also provide continued health and dental benefits to the Department Heads' dependents, provided that the dependents were covered for those benefits prior to the Department Head being called to active duty. Further, contributions to deferred compensation from the Medical and Dental Insurance benefit shall not be made during the time of activation.
4. The City shall not pay any wage or benefit provided for in this resolution until and unless the Department Head who requests such payment provides satisfactory proof and documentation of eligibility to receive payment in accordance with procedures established by the City Manager.

### **VIII. JURY DUTY**

The City shall provide all Department Heads leave for mandated jury duty in accordance with the following guidelines.

#### **A. Jury Duty Policy**

No deductions shall be made from the salary of a Department Head while on jury duty if he/she has waived or remitted to the City the fee for jury duty paid for hours the Department Head is scheduled to work. If he/she has not so waived or remitted the jury fee, he/she shall be paid only for the time actually worked in his/her regular position. A Department Head accepted for jury duty shall immediately notify the City Manager in writing of his/her decision to either waive or remit his/her jury fee to the City.

#### **B. Jury Fees Returned to the City**

The City will grant a Department Head required to serve on jury duty, or to report for examination to serve on jury duty, one (1) time for a maximum of 160 hours, paid leave for such purposes during any three (3) consecutive years of employment. All fees received by the Department Head for jury duty, exclusive

of mileage, shall be remitted to the City. City Administrative procedures will govern further details of this program.

## **IX. FAMILY CARE LEAVE**

The City shall provide all Department Heads leave for family care in accordance with the following guidelines.

### **A. Birth or Adoption**

Leaves due to pregnancy or subsequent to the birth or adoption of a child for parental care purposes, will be granted for a reasonable period of time by the City Manager, provided such period, including paid leave and leave without pay, shall not exceed four months. Such leave shall not be conditioned on whether the Department Head is medically disabled but must be directly associated with the birth or adoption of a child. Only those Department Heads with at least one (1) year of continuous City employment shall be eligible.

### **B. Family Illness**

Leaves due to serious health condition of a child, spouse or parent of a Department Head may be granted for a reasonable period of time by the City Manager, provided such period including paid and unpaid leave, shall not exceed twelve (12) weeks in any twelve (12) month period. Only those Department Heads with at least one year of continuous City employment shall be eligible. Certification from a health care provider that the Department Head's leave is necessary, and the prospective length of such leave may be required upon request. Family care leave shall be administered in a manner consistent with Sections 12945, 12945.2 and 19702.3 of the California Government Code. California law shall prevail unless preempted by federal law.

### **C. Use of Paid Leave**

Paid benefit time such as vacation, personal leave days, compensatory time and administrative leave may be taken during any family leave period so long as the total time off does not exceed twelve (12) weeks. Such leave must be used prior to a Department Head taking leave without pay except during the disability period of a female employee, which is in conjunction with the birth of a child. Sick leave may only be used during the disability period or as provided under Personnel Rules. All Department Heads on family care leave are entitled to return to the same or comparable position.

More specific details on the Family Medical Leave Policy is set forth in the City's Administrative Policy on the subject (dated 1/3/94 & 4/6/94).

## **X. SPECIAL LEAVE OF ABSENCE WITH PAY**

When a Department Head has exhausted all sick leave and vacation time to which he/she is entitled, the City Council may, upon showing of good cause and justifiable and deserving circumstances, grant to such Department Head a leave of absence with pay for

a period not exceeding six months and subject to such conditions as the City Council may deem advisable. If temporary disability payments are paid to such Department Head during any such leave of absence with pay, they shall be credited to and considered a part of his/her salary, and the City shall pay only the difference which when added thereto would equal his/her full salary. The aggregate of all such leave shall not be more than one year.

## **XI. LEAVES OF ABSENCE WITHOUT PAY**

Leaves of absence without pay shall be controlled and by the following rules and guidelines.

### **A. Unauthorized Absence – Automatic Termination**

Any Department Head absent from his/her job for more than two (2) working days without prior permission of the City Manager, shall be considered to have automatically terminated his/her employment with the City, unless such leave is extended as approved by the City Manager for mitigating circumstances.

### **B. Unauthorized Absence – Other Disciplinary Action**

Any unauthorized absence may be cause for disciplinary action.

### **C. Authorized Absence**

Upon the request of the Department Head, a leave of absence without pay may be granted by the Council or City Manager to a Department Head, who immediately preceding the effective date of such leave, shall have completed at least one year of continuous service.

A Department Head shall not be entitled to a leave of absence as a matter of right, but only upon good and sufficient reason.

### **D. Leave of Absence Without Pay - Duration**

1. Request for leave of absence without pay shall be submitted to the City Manager, and shall state specifically the reasons for the request, the date when leave is desired to begin, and the probable date of return to work.
2. The City Manager may approve the request of leave of absence without pay, of one hundred twenty (120) calendar days or less.
3. The City Manager may approve requests of more than one hundred twenty (120) calendar days, not to exceed one (1) full year.
4. The City Manager may later, due to mitigating circumstances, extend such leave of absence without pay for one (1) additional full year.
5. A physician statement shall be required of any Department Head who requests leave of absence without pay because of medical conditions.

**E. Leave of Absence – Due to Job Related Injury**

The City Council may grant a leave of absence without pay for an indefinite period of time to any Department Head who is injured on the job or has a serious illness even though the Department Head does not meet the one-year of continuous service requirements.

**F. Accrual of Benefits**

Leave of absence without pay granted by the City shall not be construed as a break in service of employment, and rights accrued at the time leave is granted shall be retained by the Department Head; however, vacation credits, sick leave credits, increases in salary and other similar benefits shall not accrue to a person granted such leave during the period of absence. A Department Head reinstated after leave of absence without pay shall receive the same step in the salary range he/she received when he/she began his/her leave of absence. Time spent on such leave without pay shall not count toward service for increases within the salary range, and the Department Head's salary anniversary date shall be set forward one month for each thirty (30) consecutive days taken.

**XII. FAILURE TO RETURN FROM LEAVE**

Failure of the Department Head to return to his/her employment upon the termination of any authorized leave of absence shall constitute an automatic termination from City service of that Department Head, unless such leave is extended as approved by management for mitigating circumstances.

The City reserves the right to revoke or cancel any authorized leave for reasons which the City finds to be sufficient.

**APPENDIX A**  
**City of West Covina**  
**Department Head**  
**Position Classifications & Salary Schedule**  
**Effective first full pay period January 2024**

| POSITION TITLE                        | GRADE | MONTHLY PAY RANGE |        |        |        |          |
|---------------------------------------|-------|-------------------|--------|--------|--------|----------|
|                                       |       | STEP 1            | STEP 2 | STEP 3 | STEP 4 | MAX      |
| Assistant City Clerk                  | DH13  | \$ 8,392          | -      | -      | -      | \$11,328 |
| Assistant City Manager                | DH04  | \$12,902          | -      | -      | -      | \$17,414 |
| City Manager                          | DH01  | \$20,220          | -      | -      | -      | \$20,220 |
| Code Enforcement Director             | DH14  | \$10,328          | -      | -      | -      | \$13,943 |
| Community Development Director        | DH07  | \$11,103          | -      | -      | -      | \$14,991 |
| Community Services Director           | DH09  | \$10,776          | -      | -      | -      | \$14,547 |
| Deputy City Manager                   | DH12  | \$ 9,316          | -      | -      | -      | \$12,576 |
| Finance Director                      | DH08  | \$13,257          | -      | -      | -      | \$17,897 |
| Fire Chief                            | DH03  | \$14,733          | -      | -      | -      | \$19,890 |
| Human Resources & Risk Mgmt. Director | DH10  | \$10,484          | -      | -      | -      | \$14,153 |
| Planning Director                     | DH11  | \$10,328          | -      | -      | -      | \$13,943 |
| Police Chief                          | DH02  | \$16,374          | -      | -      | -      | \$20,632 |
| Public Health Officer                 | DH15  | \$14,723          | 15,458 | 16,232 | 17,044 | \$17,897 |
| Public Services Director              | DH05  | \$12,610          | -      | -      | -      | \$17,025 |
| Public Works Director                 | DH05  | \$12,610          | -      | -      | -      | \$17,025 |





## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** December 19, 2023

**TO:** Mayor and City Council

**FROM:** Paulina Morales  
Acting City Manager

**SUBJECT: CONSIDERATION OF APPROVAL AND TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE ("ROPS") FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2025 FOR THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY**

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### RECOMMENDATION:

It is recommended that the City Council, acting as the Successor Agency to the former West Covina Redevelopment Agency, adopt the following resolution:

**RESOLUTION NO. 2023-110 – A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE ("ROPS") FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2025**

### BACKGROUND:

In accordance with Health and Safety Code Section 34177(o)(1), the Successor Agency is required to file a Recognized Obligation Payment Schedule ("ROPS") annually in order to receive a distribution of property tax increment dollars with which to fund the obligations of the former Redevelopment Agency.

These obligations include bond debt service payments, amounts due under existing agreements with commercial property owners, repayment of amounts borrowed from the Housing Fund to fund property tax shifts mandated by the State, costs of litigation to protect assets of the former Redevelopment Agency, repayment of loans to the City, and administrative costs of the Successor Agency to wind-down the affairs of the former Redevelopment Agency.

While many of these listed items are not necessarily debt, they are considered obligations for purposes of this mandated report and must be listed on the ROPS if they are to be funded by distributions of future tax increment dollars. These items are not debt obligations of the City of West Covina.

**DISCUSSION:**

The ROPS schedule (Exhibit A) lists all amounts that will be paid for the period of July 1, 2024 through June 30, 2025. Once the ROPS is approved by the Successor Agency and Oversight Board, it then must be forwarded to the State Department of Finance (DOF) by February 1, 2024. DOF holds final approval authority of the items listed on the ROPS and directs the Los Angeles County Auditor-Controller to distribute tax increment funds to the Successor Agency. Many of the obligations listed on the ROPS are estimates, i.e., variable rate debt service payments, litigation, etc.

The Successor Agency is also required to adopt an administrative budget for each annual period. The administrative budget for the Successor Agency for the period of July 1, 2024 through June 30, 2025 can be found in Exhibit B. This budget is to be funded by the administrative allowance, which is 3% of the enforceable obligations, after loan payments, or \$250,000 annually; whichever is greater. The City will absorb any administrative costs above this administrative allowance.

**LEGAL REVIEW:**

Successor Agency Counsel has reviewed and approved the resolution as to form.

**Prepared by:** Stephanie Sikkema, Finance Director

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**Fiscal Impact****FISCAL IMPACT:**

The total amount of funding requested for enforceable obligations from the Redevelopment Property Tax Trust Fund (RPTTF) on ROPS 24-25 is \$20,621,487 and includes many of the same items that have been previously approved by DOF.

The Successor Agency cannot receive or spend any funds unless the amounts are listed on a Recognized Obligation Payment Schedule. This schedule identifies all outstanding obligations that must be satisfied before the Agency can be dissolved. The obligations listed on this schedule will receive property tax allocations distributed by the County of Los Angeles as their funding source.

If the Successor Agency's administrative costs exceed the administrative allowance, the excess expenditures will be absorbed by the City.

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**Attachments**

Attachment No. 1 - Successor Agency Resolution No. 2023-110

Exhibit A - Recognized Obligation Payment Schedule for July 1, 2024 through June 30, 2025

Exhibit B - Successor Agency Administrative Budget for July 1, 2024 through June 30, 2025

**CITY COUNCIL GOALS & OBJECTIVES:** Maintain and Enhance City Facilities and Infrastructure  
Achieve Fiscal Sustainability and Financial Stability

RESOLUTION NO. 2023-110

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (“ROPS”) FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2025**

**WHEREAS**, pursuant to ABX 1 26, enacted on June 28, 2011, and as subsequently amended by AB 1484, SB 341, and SB 107 (“Dissolution Act”), the Redevelopment Agency to the City of West Covina was dissolved as of February 1, 2012, and the City of West Covina elected to serve as the Successor Agency to the former Redevelopment Agency to the City of West Covina; and

**WHEREAS**, pursuant to Health and Safety Code section 34179(q), commencing on and after July 1, 2018, the County of Los Angeles, where more than 40 oversight boards were created by the Dissolution Act, has five consolidated oversight boards each encompassing the five supervisorial districts; and

**WHEREAS**, Health and Safety Code section 34177(o)(1) requires that the ROPS for the period from July 1, 2024 to June 30, 2025 be submitted after oversight board approval to the State of California Department of Finance and the Los Angeles County Auditor-Controller by February 1, 2024; and

**WHEREAS**, the West Covina City Council, acting as Successor Agency to the former West Covina Redevelopment Agency, reserves the right to appeal any determination of the State of California Department of Finance or other entity regarding the propriety of this Resolution as well as any future determinations; and

**WHEREAS**, the West Covina City Council, acting as Successor Agency to the former West Covina Redevelopment Agency, intends to comply with the state-mandated obligations established hereunder; and

**WHEREAS**, all other legal prerequisites to the adoption of this Resolution have occurred.

**NOW, THEREFORE, BE IT RESOLVED** by the West Covina City Council, acting as Successor Agency to the former West Covina Redevelopment Agency, as follows:

**SECTION 1.** The foregoing recitals are incorporated into this Resolution by this reference, and constitute a material part of this Resolution.

**SECTION 2.** The Recognized Obligation Payment Schedule (“ROPS”) attached hereto as Exhibit “A” is approved and the Executive Director is authorized to submit the

ROPS to the Oversight Board for approval and transmit the same to the Los Angeles County Auditor-Controller, the California State Controller and the State of California Department of Finance in accordance with Health and Safety Code section 34177 subject to all reservations of rights and contingencies set forth above.

**SECTION 3.** The Administrative Budget for the Successor Agency for the annual period of July 1, 2024 – June 30, 2025 attached hereto as Exhibit “B” is approved and the Executive Director is authorized to transmit the same to the Los Angeles County Auditor-Controller, the California State Controller and the State of California Department of Finance in accordance with Health and Safety Code section 34177 subject to all reservations of rights and contingencies set forth above.

**SECTION 4.** The Executive Director or designee is authorized to take all actions necessary to implement this Resolution, including without limitation, the posting of this Resolution and the Recognized Obligation Payment Schedule on the City’s website, and any other reasonable acts in furtherance of approval of the Recognized Obligation Payment Schedule and Administrative Budget.

**SECTION 5.** The Secretary shall certify as to the passage and adoption of this Resolution, and it shall thereupon take effect and be in full force.

**APPROVED AND ADOPTED** this 19th day of December, 2023.

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Brian Calderón Tabatabai  
Chair

APPROVED AS TO FORM:

ATTEST:

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Thomas P. Duarte  
Counsel

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Lisa Sherrick  
Secretary

I, LISA SHERRICK, Secretary of the Successor Agency to the former West Covina Redevelopment Agency, do hereby certify that the foregoing Resolution No. 2023-110 was duly adopted by the West Covina City Council, acting as Successor Agency to the former West Covina Redevelopment Agency, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lisa Sherrick  
Secretary

Recognized Obligation Payment Schedule (ROPS 24-25) - Summary  
Filed for the July 1, 2024 through June 30, 2025 Period

Successor Agency: West Covina

County: Los Angeles

| Current Period Requested Funding for Enforceable Obligations (ROPS Detail) | 24-25A Total<br>(July - December) | 24-25B Total<br>(January - June) | ROPS 24-25<br>Total |
|--|-----------------------------------|----------------------------------|---------------------|
| A Enforceable Obligations Funded as Follows (B+C+D)                        | \$ -                              | \$ -                             | \$ -                |
| B Bond Proceeds  | -                                 | -                                | -                   |
| C Reserve Balance  | -                                 | -                                | -                   |
| D Other Funds  | -                                 | -                                | -                   |
| E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)                      | \$ 18,039,904                     | \$ 2,581,583                     | \$ 20,621,487       |
| F RPTTF  | 17,903,724                        | 2,445,403                        | 20,349,127          |
| G Administrative RPTTF   | 136,180                           | 136,180                          | 272,360             |
| H Current Period Enforceable Obligations (A+E)                             | \$ 18,039,904                     | \$ 2,581,583                     | \$ 20,621,487       |

Certification of Oversight Board Chairman:

Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

|           |  |       |
|-----------|--|-------|
| Name      |  | Title |
| /s/       |  |       |
| Signature |  | Date  |

**West Covina**  
**Recognized Obligation Payment Schedule (ROPS 24-25) - ROPS Detail**  
**July 1, 2024 through June 30, 2025**

| A      | B                               | C  | D                        | E                          | F                      | G                                     | H              | I                            | J       | K                | L                       | M               | N           | O            | P           | Q            | R                       | S               | T           | U           | V           | W            |
|--------|---------------------------------|--|--------------------------|----------------------------|------------------------|---------------------------------------|----------------|------------------------------|---------|------------------|-------------------------|-----------------|-------------|--------------|-------------|--------------|-------------------------|-----------------|-------------|-------------|-------------|--------------|
| Item # | Project Name                    | Obligation Type                          | Agreement Execution Date | Agreement Termination Date | Payee                  | Description                           | Project Area   | Total Outstanding Obligation | Retired | ROPS 24-25 Total | ROPS 24-25A (Jul - Dec) |                 |             |              |             | 24-25A Total | ROPS 24-25B (Jan - Jun) |                 |             |             |             | 24-25B Total |
|        |                                 |  |                          |                            |                        |                                       |                |                              |         |                  | Fund Sources            |                 |             |              |             |              | Fund Sources            |                 |             |             |             |              |
|        |                                 |  |                          |                            |                        |                                       |                |                              |         |                  | Bond Proceeds           | Reserve Balance | Other Funds | RPTTF        | Admin RPTTF |              | Bond Proceeds           | Reserve Balance | Other Funds | RPTTF       | Admin RPTTF |              |
|        |                                 |  |                          |                            |                        |                                       |                | \$55,090,925                 |         | \$20,621,487     | \$-                     | \$-             | \$-         | \$17,903,724 | \$136,180   | \$18,039,904 | \$-                     | \$-             | \$-         | \$2,445,403 | \$136,180   | \$2,581,583  |
| 3      | 2006 Lease Revenues Bonds       | Bond Reimbursement Agreements            | 09/19/2006               | 06/01/2036                 | City of West Covina    | Reimburse City for BLD Debt Service   | Merg/ Citywide | 12,945,000                   | N       | \$1,429,294      | -                       | -               | -           | 349,647      | -           | \$349,647    | -                       | -               | -           | 1,079,647   | -           | \$1,079,647  |
| 9      | CFD Tax Increment Pledge        | OPA/DDA/ Construction                    | 06/26/1989               | 09/01/2022                 | Fashion Plaza CFD      | Tax Increment pledged to CFD          | Merged         | -                            | Y       | \$-              | -                       | -               | -           | -            | -           | \$-          | -                       | -               | -           | -           | -           | \$-          |
| 10     | CSS - CFD                       | Remediation                              | 10/19/2004               | 10/19/2054                 | Coastal Sage Scrub CFD | CFD Assessment                        | Merged         | 100,000                      | N       | \$100,000        | -                       | -               | -           | 50,000       | -           | \$50,000     | -                       | -               | -           | 50,000      | -           | \$50,000     |
| 11     | Repay County Loan               | Third-Party Loans                        | 06/19/1990               | 08/20/2021                 | County of Los Angeles  | Repay Loan of Deferred Tax Increment  | Merged         | 4,838,823                    | N       | \$4,838,823      | -                       | -               | -           | 4,838,823    | -           | \$4,838,823  | -                       | -               | -           | -           | -           | \$-          |
| 12     | SA Administrative Budget        | Admin Costs                              | 01/01/2014               | 06/30/2018                 | SA staff, Various      | Administration for both project areas | Merged         | 272,360                      | N       | \$272,360        | -                       | -               | -           | -            | 136,180     | \$136,180    | -                       | -               | -           | -           | 136,180     | \$136,180    |
| 13     | City Cooperative Agreement      | City/County Loan (Prior 06/28/11), Other | 02/15/2011               | 06/30/2018                 | City of West Covina    | Reimbursement of advanced SA expenses | Merged         | -                            | N       | \$-              | -                       | -               | -           | -            | -           | \$-          | -                       | -               | -           | -           | -           | \$-          |
| 21     | Successor Agency Legal Services | Legal                                    | 06/30/2016               | 06/30/2018                 | Jones & Mayer          | Successor Agency Legal Services       | Merged         | -                            | N       | \$-              | -                       | -               | -           | -            | -           | \$-          | -                       | -               | -           | -           | -           | \$-          |
| 23     | City Note - Administration      | City/County Loan (Prior 06/28/11), Other | 08/09/1971               | 06/30/2025                 | City of West Covina    | Repay City for admin & construction   | Merged         | 7,281,414                    | N       | \$728,141        | -                       | -               | -           | 728,141      | -           | \$728,141    | -                       | -               | -           | -           | -           | \$-          |
| 24     | City Note - CIP                 | City/County Loan (Prior 06/28/11), Other | 02/28/1972               | 06/30/2025                 | City of West Covina    | Repay City for capital projects       | Merged         | 7,281,414                    | N       | \$728,141        | -                       | -               | -           | 728,141      | -           | \$728,141    | -                       | -               | -           | -           | -           | \$-          |
| 25     | City Note Revolving             | City/County Loan (Prior 06/28/11), Other | 12/16/1985               | 06/30/2025                 | City of West Covina    | Repay City for revolving credit       | Merged         | 7,281,414                    | N       | \$728,141        | -                       | -               | -           | 728,141      | -           | \$728,141    | -                       | -               | -           | -           | -           | \$-          |
| 26     | Sales Tax Reimbursement         | Bond Reimbursement Agreements            | 07/25/2005               | 06/30/2025                 | City of West Covina    | Reimburse City for CFD Sales Tax      | Merged         | 7,050,992                    | N       | \$7,050,992      | -                       | -               | -           | 7,050,992    | -           | \$7,050,992  | -                       | -               | -           | -           | -           | \$-          |
| 30     | OPA - CFD                       | OPA/DDA/ Construction                    | 06/26/1989               | 09/01/2022                 | Starwood               | CFD admin and developer repayment     | Merged         | -                            | Y       | \$-              | -                       | -               | -           | -            | -           | \$-          | -                       | -               | -           | -           | -           | \$-          |
| 45     | 1998 - 2006 Bonds               | Fees                                     | 04/01/1998               | 09/01/2030                 | US Bank/ BNY           | Bond Fiscal Agent & Liquity Prov Fees | Merged         | 8,000                        | N       | \$8,000          | -                       | -               | -           | -            | -           | \$-          | -                       | -               | -           | 8,000       | -           | \$8,000      |
| 50     | Unfunded Pension                | Unfunded Liabilities                     | 07/01/1966               | 06/30/2026                 | CalPERS                | Payment for unfunded                  | Merged         | 1,073,575                    | N       | \$1,073,575      | -                       | -               | -           | 1,073,575    | -           | \$1,073,575  | -                       | -               | -           | -           | -           | \$-          |

| A      | B  | C                                    | D                        | E                          | F                        | G   | H            | I                            | J       | K                | L                       | M               | N           | O         | P           | Q            | R                       | S               | T           | U         | V           | W            |
|--------|--|--------------------------------------|--------------------------|----------------------------|--------------------------|---|--------------|------------------------------|---------|------------------|-------------------------|-----------------|-------------|-----------|-------------|--------------|-------------------------|-----------------|-------------|-----------|-------------|--------------|
| Item # | Project Name                             | Obligation Type                      | Agreement Execution Date | Agreement Termination Date | Payee                    | Description   | Project Area | Total Outstanding Obligation | Retired | ROPS 24-25 Total | ROPS 24-25A (Jul - Dec) |                 |             |           |             | 24-25A Total | ROPS 24-25B (Jan - Jun) |                 |             |           |             | 24-25B Total |
|        |  |                                      |                          |                            |                          |   |              |                              |         |                  | Fund Sources            |                 |             |           |             |              | Fund Sources            |                 |             |           |             |              |
|        |  |                                      |                          |                            |                          |   |              |                              |         |                  | Bond Proceeds           | Reserve Balance | Other Funds | RPTTF     | Admin RPTTF |              | Bond Proceeds           | Reserve Balance | Other Funds | RPTTF     | Admin RPTTF |              |
|        | Liabilities                              |                                      |                          |                            |                          | pension obligations   |              |                              |         |                  |                         |                 |             |           |             |              |                         |                 |             |           |             |              |
| 51     | Retirement Benefits                      | Unfunded Liabilities                 | 09/19/2001               | 06/30/2034                 | Former employees         | Payment for retirement obligations - OPEB   | Merged       | 1,117,731                    | N       | \$1,117,731      | -                       | -               | -           | 1,117,731 | -           | \$1,117,731  | -                       | -               | -           | -         | -           | \$-          |
| 60     | Special Assessments on RDA-owned parcels | Project Management Costs             | 01/01/2014               | 06/30/2018                 | City of West Covina      | Citywide Lighting & Landscape Maint District #2                                       | Merged       | 200                          | N       | \$200            | -                       | -               | -           | 100       | -           | \$100        | -                       | -               | -           | 100       | -           | \$100        |
| 67     | Project Administrative Costs             | Project Management Costs             | 09/27/2011               | 06/30/2018                 | Various                  | Project specific related costs for environmental land use consulting for BKK Landfill | Merged       | -                            | N       | \$-              | -                       | -               | -           | -         | -           | \$-          | -                       | -               | -           | -         | -           | \$-          |
| 73     | Loan Agreement                           | Unfunded Liabilities                 | 09/16/2014               | 06/30/2018                 | City of West Covina      | Reimbursement of advanced SA expenses   | Merged       | -                            | N       | \$-              | -                       | -               | -           | -         | -           | \$-          | -                       | -               | -           | -         | -           | \$-          |
| 74     | Cooperative Agreement                    | Unfunded Liabilities                 | 09/16/2014               | 06/30/2018                 | City of West Covina      | Reimbursement of advanced SA expenses   | Merged       | -                            | N       | \$-              | -                       | -               | -           | -         | -           | \$-          | -                       | -               | -           | -         | -           | \$-          |
| 76     | Loan Agreement                           | Unfunded Liabilities                 | 09/16/2014               | 06/30/2018                 | City of West Covina      | Reimbursement of advanced SA expenses (legal expenses)                                | Merged       | 1,226,433                    | N       | \$1,226,433      | -                       | -               | -           | 1,226,433 | -           | \$1,226,433  | -                       | -               | -           | -         | -           | \$-          |
| 77     | Housing Successor Admin                  | Housing Entity Admin Cost            | 07/01/2015               | 06/30/2018                 | Housing Successor Agency | AB 471 - Housing Admin  | Merged       | -                            | N       | \$-              | -                       | -               | -           | -         | -           | \$-          | -                       | -               | -           | -         | -           | \$-          |
| 117    | Bond Disclosure                          | Fees                                 | 07/01/2015               | 06/30/2018                 | Various                  | Bond Disclosure costs   |              | 1,000                        | N       | \$1,000          | -                       | -               | -           | -         | -           | \$-          | -                       | -               | -           | 1,000     | -           | \$1,000      |
| 119    | Interim Arbitrage Report                 | Fees                                 | 07/01/2015               | 06/30/2018                 | Various                  | Interim Arbitrage Report  |              | 2,000                        | N       | \$2,000          | -                       | -               | -           | 2,000     | -           | \$2,000      | -                       | -               | -           | -         | -           | \$-          |
| 140    | 2017 Tax Allocation Refunding Bonds      | Refunding Bonds Issued After 6/27/12 | 02/07/2017               | 09/01/2030                 | US Bank                  | Refund items # 1, 2, 4 & 5  |              | 4,589,069                    | N       | \$1,295,156      | -                       | -               | -           | -         | -           | \$-          | -                       | -               | -           | 1,295,156 | -           | \$1,295,156  |
| 141    | 2017 Tax Allocation Refunding Bonds      | Fees                                 | 02/07/2017               | 09/01/2030                 | US Bank                  | Trustee Fees  |              | 1,500                        | N       | \$1,500          | -                       | -               | -           | -         | -           | \$-          | -                       | -               | -           | 1,500     | -           | \$1,500      |
| 144    | Anticipated/ Existing                    | Litigation                           | 06/30/2020               | 06/30/2021                 | Jones & Mayer &          | Enforcement of contractual  |              | 20,000                       | N       | \$20,000         | -                       | -               | -           | 10,000    | -           | \$10,000     | -                       | -               | -           | 10,000    | -           | \$10,000     |



[illegible]

**West Covina**  
**Recognized Obligation Payment Schedule (ROPS 24-25) - Notes**  
**July 1, 2024 through June 30, 2025**

| Item # | Notes/Comments              |
|--------|-----------------------------|
| 3      |                             |
| 9      | This item has been retired. |
| 10     |                             |
| 11     |                             |
| 12     |                             |
| 13     |                             |
| 21     |                             |
| 23     |                             |
| 24     |                             |
| 25     |                             |
| 26     |                             |
| 30     | This item has been retired. |
| 45     |                             |
| 50     |                             |
| 51     |                             |
| 60     |                             |
| 67     |                             |
| 73     |                             |
| 74     |                             |
| 76     |                             |
| 77     |                             |
| 117    |                             |
| 119    |                             |
| 140    |                             |
| 141    |                             |
| 144    |                             |

**Successor Agency To The West Covina Redevelopment Agency  
Recognized Obligation Payment Schedule (ROPS 24-25)  
Administrative Budget  
July 1, 2024 through June 30, 2025 Period**

|                                   | <u><b>Annual Amount</b></u> | <u><b>Jul - Dec 2024</b></u> | <u><b>Jan - Jun 2025</b></u> |
|-----------------------------------|-----------------------------|------------------------------|------------------------------|
| Salaries & Benefits               | <u>\$ 84,330</u>            | <u>\$ 42,165</u>             | <u>\$ 42,165</u>             |
| Maintenance & Operations          |                             |                              |                              |
| Consultants                       | 84,000                      | 42,000                       | 42,000                       |
| Audit Fees                        | 1,530                       | 765                          | 765                          |
| Legal Fees                        | 40,000                      | 20,000                       | 20,000                       |
| Overhead                          | 62,500                      | 31,250                       | 31,250                       |
| Subtotal Maintenance & Operations | <u>\$ 188,030</u>           | <u>\$ 94,015</u>             | <u>\$ 94,015</u>             |
| <b>Total Budget</b>               | <u><b>\$ 272,360</b></u>    | <u><b>\$ 136,180</b></u>     | <u><b>\$ 136,180</b></u>     |



## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** December 19, 2023

**TO:** Mayor and City Council

**FROM:** Paulina Morales  
Acting City Manager

**SUBJECT: CONSIDERATION OF THE FIRST QUARTER FINANCIAL REPORT AND BUDGET AMENDMENT FOR FISCAL YEAR 2023-24**

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### RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Receive and file the First Quarter Financial Report for Fiscal Year 2023-24; and
2. Adopt the following resolution:

**RESOLUTION NO. 2023-104 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024 (FIRST QUARTER FINANCIAL REPORT)**

### BACKGROUND:

This report is intended only to provide the City Council and the public with an overview of the City's general fiscal condition. The financial information included in this report is preliminary, unaudited and subject to revision upon completion of the City's closing and audit. The City will make the Quarterly Financial Report available on the City's website for review by the City's stakeholders.

### DISCUSSION:

The City has completed the first quarter of Fiscal Year 2023-24. The Quarterly Report (Attachment No. 1) summarizes the overall financial performance of the City for the period of July 1, 2023 through September 30, 2023, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund and Special Revenue Funds.

The information presented reports revenues as they are received and expenditures when paid. Revenues and expenditures are only accrued at year-end to account for such activity in the correct fiscal year. Additionally, a budget amendment (Attachment No. 2) is proposed with the Quarterly Report to adjust revenue and expenditures based on activity to date.

### LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

## Fiscal Impact

### FISCAL IMPACT:

The General Fund original budget for FY 2023-24 was \$81.9 million in revenue, \$81.8 million in expenditures, and a total revenue less expenditures of \$176,081. Council allowances were increased by Resolution No. 2023-89, BA# 2024-04, bringing net revenue and expenditures to \$156,081. The first quarter budget amendment proposes to add \$16,204 in expenditures. With \$50,000 in revenue also proposed, there is a positive net impact on the general fund of \$33,796, bringing net revenue and expenditures to \$189,877.

The proposed budget amendment includes the following changes to General Fund (Fund 110) appropriations:

| General Fund                | Original Budget   | Current Budget    | Requested BA  | Amended Budget    |
|-----------------------------|-------------------|-------------------|---------------|-------------------|
| <b>Revenue</b>              |                   |                   |               |                   |
| Charges for Services        | 6,328,728         | 6,328,728         |               | 6,328,728         |
| Cost Recovery               | 321,100           | 321,100           |               | 321,100           |
| Fines & Forfeitures         | 970,720           | 970,720           |               | 970,720           |
| Interdepartmental Charges   | 1,196,200         | 1,196,200         |               | 1,196,200         |
| Licenses & Permits          | 2,885,800         | 2,885,800         |               | 2,885,800         |
| Other Revenues              | 194,030           | 194,030           |               | 194,030           |
| Other Taxes                 | 9,758,500         | 9,758,500         |               | 9,758,500         |
| Property Tax                | 32,710,100        | 32,710,100        |               | 32,710,100        |
| Revenue from Other Agencies | 3,063,600         | 3,063,600         |               | 3,063,600         |
| Sales Tax                   | 23,026,000        | 23,026,000        |               | 23,026,000        |
| Transfers In                | 159,762           | 159,762           |               | 159,762           |
| Use of Money & Property     | 1,313,500         | 1,313,500         | 50,000        | 1,363,500         |
| <b>Revenue Total</b>        | <b>81,928,040</b> | <b>81,928,040</b> | <b>50,000</b> | <b>81,978,040</b> |
| <b>Expenditures</b>         |                   |                   |               |                   |
| Administration              | 1,569,154         | 1,569,154         | 1,204         | 1,570,358         |
| City Clerk                  | 369,777           | 369,777           |               | 369,777           |
| Community Development       | 2,832,565         | 2,832,565         | 4,150         | 2,836,715         |
| Finance                     | 3,685,801         | 3,685,801         |               | 3,685,801         |
| Fire                        | 20,880,808        | 20,880,808        | -             | 20,880,808        |
| Human Resources             | 805,967           | 805,967           | 7,370         | 813,337           |
| Police                      | 30,940,622        | 30,940,622        |               | 30,940,622        |
| Public Services             | 5,467,890         | 5,467,890         | 3,480         | 5,471,370         |
| Transfers Out               | 15,199,375        | 15,199,375        |               | 15,199,375        |
| <b>Expenditures Total</b>   | <b>81,751,959</b> | <b>81,751,959</b> | <b>16,204</b> | <b>81,768,163</b> |

|                                     |          |          |
|-------------------------------------|----------|----------|
| BA# 2024-04, Resolution No. 2023-89 | (20,000) | (20,000) |
|-------------------------------------|----------|----------|

|                                  |                |                |               |                |
|----------------------------------|----------------|----------------|---------------|----------------|
| <b>Revenue Less Expenditures</b> | <b>176,081</b> | <b>156,081</b> | <b>33,796</b> | <b>189,877</b> |
|----------------------------------|----------------|----------------|---------------|----------------|

In addition to the proposed amendments to the General Fund, the table below summarizes proposed amendments to other funds:

| Other Funds                                | Current Budget | Requested BA | Amended Budget |
|--|----------------|--------------|----------------|
| <b>Air Quality Improvement Trust (119)</b> |                |              |                |
| Revenue                                    | 139,900        |              | 139,900        |
| Expenditures                               | 226,400        | 100          | 226,500        |
| <b>WC Community Svcs Foundation (220)</b>  |                |              |                |
| Revenue                                    | 141,900        | 2,065        | 143,965        |
| Expenditures                               | 272,300        | 12,731       | 285,031        |

| Fleet Management (365) |           |           |           |
|------------------------|-----------|-----------|-----------|
| Revenue                | 1,786,200 | (230,000) | 1,556,200 |
| Expenditures           | 1,786,200 | (230,000) | 1,556,200 |

**Attachments**

Attachment No. 1 - First Quarter Financial Report

Attachment No. 2 - Resolution 2023-104

**CITY COUNCIL GOALS & OBJECTIVES:** Achieve Fiscal Sustainability and Financial Stability  
Maintain Good Intergovernmental Relations  
Enhance City Image and Effectiveness



## FIRST QUARTER FINANCIAL REPORT

Fiscal Year 2023-24

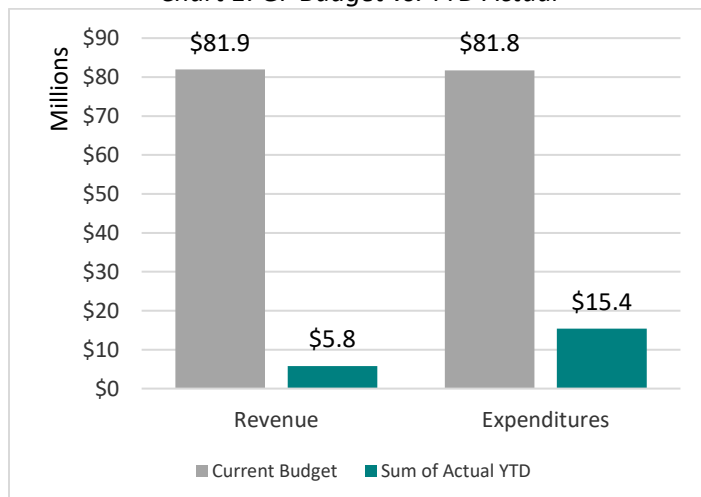
The City has completed the first quarter of Fiscal Year (FY) 2023-24. This report summarizes the overall financial performance of the City for the period of July 1, 2023, through September 30, 2023, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund and Special Revenue Funds. The information presented is unaudited. This report is intended to provide City Council and the public with an overview of the City's general fiscal condition.

The revenue and expenditures per the Budget to Year-To-Date (YTD) Actual comparisons include adjustments for carryovers and any appropriations made as of September 30, 2023. The information presented reports revenues as they are received and expenditures when paid. Revenues and expenditures are only accrued at year end to account for such activity in the correct fiscal year.

## GENERAL FUND

The General Fund (GF) is the general operating fund for the City. It provides the resources to sustain the day-to-day activities and services to the community. All nine departments receive support, either directly or indirectly, from the General Fund.

Chart 1: GF Budget vs. YTD Actual



The General Fund original budget for FY 2023-24 was \$81.9 million in revenue, \$81.8 million in expenditures, and a total revenue less expenditures of \$176,081. With only 25% of the year complete, General Fund revenues are 6.9% of budget, and expenditures are 18.8%. Total revenues are \$5.7 million, and expenditures are \$15.4 million leaving a total revenue less expenditures negative 9.6 million.

## GENERAL FUND REVENUE

The City's two major General Fund revenue sources are Property Tax and Sales Tax which make up 65% of the General Fund revenues combined.

Table 1: GF Revenue – Budget vs. YTD Actual

| Revenue Source              | Current Budget    | YTD Actual       | %           |
|-----------------------------|-------------------|------------------|-------------|
| Property Tax                | 32,710,100        | 0                | 0.0%        |
| Sales Tax                   | 23,026,000        | 1,905,062        | 8.3%        |
| Other Taxes                 | 9,758,500         | 456,930          | 4.7%        |
| Charges for Services        | 6,328,728         | 1,921,237        | 30.4%       |
| Revenue from Other Agencies | 3,063,600         | 917              | 0.0%        |
| Licenses & Permits          | 2,885,800         | 716,075          | 24.8%       |
| Use of Money & Property     | 1,313,500         | 322,070          | 24.5%       |
| Interdepartmental Charges   | 1,196,200         | 299,053          | 25.0%       |
| Fines & Forfeitures         | 970,720           | 138,218          | 14.2%       |
| Cost Recovery               | 321,100           | 0                | 0.0%        |
| Other Revenues              | 194,030           | 12,602           | 6.5%        |
| Transfers In                | 159,762           | 0                | 0.0%        |
| <b>Grand Total</b>          | <b>81,928,040</b> | <b>5,672,479</b> | <b>6.9%</b> |

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**PROPERTY TAX**

The first major property tax distribution to the City for FY 2023-24 will be received in December. Included in this line item are Secured Property Taxes, Property Taxes In-Lieu of Vehicle License Fees (VLF), and residual payments from the dissolution of the former redevelopment agency.

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**SALES TAX**

As of September 30, 2023, the allocation received represents approximately 8.3% of the total sales tax allocation for the year. This is typical for this time of year as there is a two-month lag in sales tax distributions. The City will continue to receive sales tax allocations with the final quarter allocation distributed by the California State Department of Taxes and Fees Administration (CDTFA) in August 2024.

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**OTHER TAXES**

This category includes Franchise Fees, Business License Tax, Transient Occupancy Tax (TOT), and Property Transfer Tax. At the end of the first quarter only \$456k or 4.7 percent of the original budget projection had been realized. This is due to a lag in when these revenues are received. Additionally, these taxes are not evenly disbursed throughout the year.

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**CHARGES FOR SERVICES**

These revenues include plan check and zoning related fees, recreation fees, interfund charges, police, and fire fees. These fees are trending slightly above projected at approximately 30% or \$1.9 million through September 2023.

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**LICENSE & PERMITS**

Revenues for licenses & permits include building and engineering permits, and animal licenses. Revenue projections are trending as projected at nearly 25 percent of the original budget projection or \$716k.

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**REVENUES FROM OTHER AGENCIES**

This category includes Vehicle In-Lieu, State Mandated Cost reimbursement revenue, and the exchange of

Prop A funds, which is the largest revenue source in this category. Most of this revenue is received one-time within the fiscal year. Additionally, the Prop A Exchange (which accounts for \$2.3 million) typically does not occur until the end of the fiscal year.

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**COST RECOVERY**

This category accounts for mutual aid cost reimbursement for strike team deployments for the Fire Department. As of the first quarter, the City had not received any reimbursements.

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**INTERDEPARTMENTAL CHARGES**

This category includes overhead chargebacks from internal service funds: General Liability, Workers Compensation, and Fleet Maintenance. These charges are billed monthly and equally distributed.

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**USE OF MONEY & PROPERTY**

This category includes rental and interest income. These are trending as expected at 24.5% or \$322k through September 2023. Interest income is trending over budget at 35% or \$194k. This overage is included in the proposed budget amendment.

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**FINES & FORFEITURES**

This category includes late payment penalties, collection agency fees, code fines, vehicle impound fees, and administrative citations. Overall, fines and forfeitures are only 14 percent for the quarter.

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**OTHER REVENUES**

This category includes proceeds from auction, advertising, final map, and other miscellaneous revenue. At the end of the first quarter, \$12k or 6.5% of the original budget projection has been realized.

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**TRANSFERS IN**

This category includes a transfer from the Successor Agency for administrative costs. This transfer is made at the end of the fiscal year.



**REVENUES PROJECTIONS**

Revenue projections are revised with the Quarterly Report based on actuals to date. The total proposed adjustment is an increase of \$50,000 in revenue for the General Fund.

*Table 2: GF Revenue Projection*

| Revenue Source              | Current Budget    | Proposed Adj. | Revised Projection |
|-----------------------------|-------------------|---------------|--------------------|
| Charges for Services        | 6,328,728         |               | 6,328,728          |
| Cost Recovery               | 321,100           |               | 321,100            |
| Fines & Forfeitures         | 970,720           |               | 970,720            |
| Interdepartmental Charges   | 1,196,200         |               | 1,196,200          |
| Licenses & Permits          | 2,885,800         |               | 2,885,800          |
| Other Revenues              | 194,030           |               | 194,030            |
| Other Taxes                 | 9,758,500         |               | 9,758,500          |
| Property Tax                | 32,710,100        |               | 32,710,100         |
| Revenue from Other Agencies | 3,063,600         |               | 3,063,600          |
| Sales Tax                   | 23,026,000        |               | 23,026,000         |
| Transfers In                | 159,762           |               | 159,762            |
| Use of Money & Property     | 1,313,500         | 50,000        | 1,363,500          |
| <b>Grand Total</b>          | <b>81,928,040</b> | <b>50,000</b> | <b>81,978,040</b>  |

*Table 3: GF Expenditures – Budget vs. YTD Actual*

| Department            | Current Budget    | YTD Actual        | %            |
|-----------------------|-------------------|-------------------|--------------|
| Administration        | 1,569,154         | 319,099           | 20.3%        |
| City Clerk            | 369,777           | 70,545            | 19.1%        |
| Community Development | 2,832,565         | 409,483           | 14.5%        |
| Finance               | 3,685,801         | 597,407           | 16.2%        |
| Fire                  | 20,880,808        | 5,425,235         | 26.0%        |
| Human Resources       | 805,967           | 133,837           | 16.6%        |
| Police                | 30,940,622        | 7,408,907         | 23.9%        |
| Public Services       | 5,467,890         | 922,625           | 16.9%        |
| Transfers Out         | 15,199,375        | 94,533            | 0.6%         |
| <b>Grand Total</b>    | <b>81,751,959</b> | <b>15,381,670</b> | <b>18.8%</b> |

**GENERAL FUND OVERTIME**

Table 4 summarizes overtime by department within the General Fund. Overtime is over budget in Administration and trending over budget Police. Community Development is negative due to a retro payment from the prior fiscal year.

*Table 4: GF Overtime YTD*

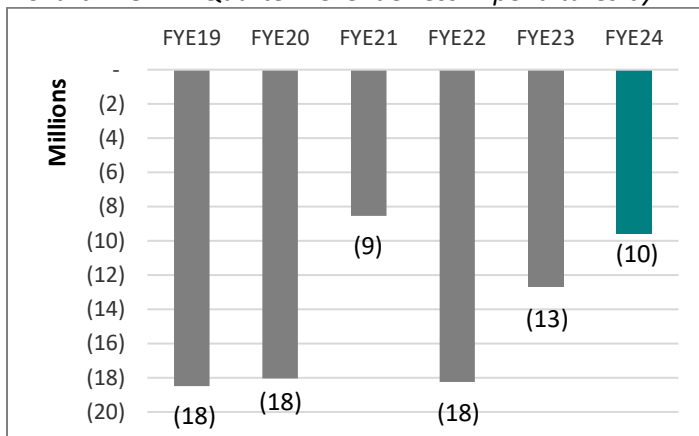
| Department            | Current Budget   | YTD GF Overtime  | %            |
|-----------------------|------------------|------------------|--------------|
| Administration        | 200              | 754              | 376.9%       |
| Community Development | 8,200            | (315)            | -3.8%        |
| Finance               | 2,400            | 0                | 0.0%         |
| Fire                  | 3,711,900        | 705,867          | 19.0%        |
| Human Resources       | 200              | 0                | 0.0%         |
| Police                | 3,363,500        | 902,780          | 26.8%        |
| Public Services       | 138,400          | 33,271           | 24.0%        |
| <b>Grand Total</b>    | <b>7,224,800</b> | <b>1,642,358</b> | <b>22.7%</b> |

**GENERAL FUND EXPENDITURES**

As of September 30, 2023, with 25% of the year complete, 18.8% of the General Fund budget was expensed (see Table 3). With the exception of the Fire Department, all departments are trending under budget (under 25%). Fire is over due to Mutual Aide overtime. Mutual Aide overtime will be reimbursed, and a budget amendment will be proposed once the reimbursement is received.

Overall, total General Fund Revenue (\$5.67M) less expenditures (\$15.4M) for the year is negative \$9.6 million. Negative revenue less expenditures is typical for this time of year due to the lag in property and sales tax revenue – the City’s primary revenue sources. Except for FY 2020-21, when the City had an influx of revenue due to the pension bonds, current year revenue less expenditures are up from prior years.

Chart 2: GF 4<sup>th</sup> Quarter Revenue Less Expenditures by FY



#### PROPOSED BUDGET AMENDMENT

The original adopted General Fund budget for FY 2023-24 was \$81,751,959 for expenditures. The first quarter budget amendment proposes to add \$16,204 in expenditures. With \$50,000 in revenue also proposed, there is a positive net impact on the general fund of \$33,796. Table 5 outlines the proposed amendment.

Table 5: Summary of Proposed GF Budget Amendment

| Department            | Current Budget    | Requested BA  | Amended Budget    |
|-----------------------|-------------------|---------------|-------------------|
| Administration        | 1,569,154         | 1,204         | 1,570,358         |
| City Clerk            | 369,777           |               | 369,777           |
| Community Development | 2,832,565         | 4,150         | 2,836,715         |
| Finance               | 3,685,801         |               | 3,685,801         |
| Fire                  | 20,880,808        | 0             | 20,880,808        |
| Human Resources       | 805,967           | 7,370         | 813,337           |
| Police                | 30,940,622        |               | 30,940,622        |
| Public Services       | 5,467,890         | 3,480         | 5,471,370         |
| Transfers Out         | 15,199,375        |               | 15,199,375        |
| <b>Grand Total</b>    | <b>81,751,959</b> | <b>16,204</b> | <b>81,768,163</b> |

The proposed General Fund budget amendment totals \$16,204 and includes the following:

- 1. Commissioner Compensation (\$10,000):** Salaries are proposed to be increased based on the recent increases to Commissioner Compensation.
- 2. City Manager (\$1,204):** The annual dues for Southern California Association of Governments (SCAG) are anticipated to be slightly over budget by \$1,204.
- 3. Human Resources (\$5k):** Last fiscal year Council appropriated \$5,000 for employee appreciation events. Staff proposes re-appropriating this for this fiscal year.

**ENTERPRISE FUND (FUND 375)**

This fund accounts for the computer services provided by the Police Department to other public safety agencies for a fee. The programs are marketed to both public and private agencies. The Police Department also utilizes these products and services. Revenue is generally billed once annually. Expenditures are trending over budget due to one-time annual expenses.

*Table 6: Police Enterprise Budget vs. YTD Actuals*

| Type                      | Current Budget | YTD Actual | %     |
|---------------------------|----------------|------------|-------|
| Revenue                   | 647,280        | 0          | 0.0%  |
| Expenditures              | 685,998        | 267,153    | 38.9% |
| Revenue Less Expenditures | (38,718)       | (267,153)  |       |

**SPORTSPLEX (FUND 242)**

This fund accounts for activity at the West Covina Sportsplex, a recreation facility which amenities include softball fields, a pavilion, playgrounds, and restaurants. Budget versus actual comparisons for both revenue and expenditures for the Sportsplex are presented in Table 7 below. The Sportsplex ended the year with revenue less expenditures of \$4,048.

*Table 7: Sportsplex Budget vs. YTD Actuals*

| Type                      | Current Budget | YTD Actual     | %      |
|---------------------------|----------------|----------------|--------|
| <b>Revenue</b>            |                |                |        |
| Transfers In              | 617,763        | 0              | 0.0%   |
| Charges for Services      | 224,000        | 24,915         | 11.1%  |
| Use of Money & Property   | 62,800         | 33,089         | 52.7%  |
| Other Revenues            | 800            | 1,200          | 150.0% |
| <b>Revenue Total</b>      | <b>905,363</b> | <b>59,204</b>  |        |
| <b>Expenditures</b>       |                |                |        |
| Salaries & Benefits       | 511,263        | 157,992        | 43.9%  |
| Materials & Services      | 369,100        | 162,086        | 30.9%  |
| Capital                   | 25,000         | -              | 0.0%   |
| <b>Expenditures Total</b> | <b>905,363</b> | <b>320,078</b> |        |
| Revenue less Expenditures | 0              | (260,874)      |        |

**OTHER FUNDS**

Table 8 shows budget versus actuals for other funds:

*Table 8: Other Funds Budget vs. YTD Actuals*

| Fund Grouping                 | Current Budget | YTD Actual | %      |
|-------------------------------|----------------|------------|--------|
| <b>Assessment Districts</b>   |                |            |        |
| Revenue                       | 4,325,200      | -          | 0.0%   |
| Expenditures                  | 5,662,907      | 920,363    | 11.8%  |
| <b>Capital Project Funds</b>  |                |            |        |
| Revenue                       | 540,390        | 451,840    | 83.6%  |
| Expenditures                  | 2,773,832      | 100,738    | 5.7%   |
| <b>CDBG</b>                   |                |            |        |
| Revenue                       | 291,511        | 59,492     | 20.4%  |
| Expenditures                  | 291,511        | 64,262     | 17.1%  |
| <b>CFD</b>                    |                |            |        |
| Revenue                       |                | -          | 100.0% |
| Expenditures                  | 0              | 13,312     | 100.0% |
| <b>Debt Service</b>           |                |            |        |
| Revenue                       | 16,046,292     | 192,575    | 1.2%   |
| Expenditures                  | 15,453,591     | 7,683,876  | 49.7%  |
| <b>Gas Tax</b>                |                |            |        |
| Revenue                       | 3,107,904      | 535,888    | 17.2%  |
| Expenditures                  | 3,611,991      | 877,556    | 14.9%  |
| <b>Grant Funds</b>            |                |            |        |
| Revenue                       | 922,908        | 14,319     | 1.6%   |
| Expenditures                  | 1,074,741      | 469,199    | 14.7%  |
| <b>Housing Authority</b>      |                |            |        |
| Revenue                       | 72,000         | 630        | 0.9%   |
| Expenditures                  | 978,145        | 461,356    | 31.0%  |
| <b>Internal Service Funds</b> |                |            |        |
| Revenue                       | 6,412,929      | 1,389,588  | 21.7%  |
| Expenditures                  | 7,172,854      | 2,683,364  | 34.9%  |
| <b>Metro Funds</b>            |                |            |        |
| Revenue                       | 10,362,264     | 2,167,147  | 20.9%  |
| Expenditures                  | 10,034,903     | 2,314,050  | 4.0%   |
| <b>Other SR Funds</b>         |                |            |        |
| Revenue                       | 4,248,017      | 225,095    | 5.3%   |
| Expenditures                  | 6,550,658      | 1,213,169  | 7.6%   |
| <b>SB1</b>                    |                |            |        |
| Revenue                       | 3,309,511      | 534,107    | 16.1%  |
| Expenditures                  | 4,100,000      | -          | 0.5%   |
| <b>Sewer Maintenance</b>      |                |            |        |
| Revenue                       | 4,352,200      | -          | 0.0%   |
| Expenditures                  | 2,310,834      | 1,195,462  | 14.4%  |
| <b>Successor Agency</b>       |                |            |        |
| Revenue                       | 2,847,944      | 13,155     | 0.5%   |
| Expenditures                  | 3,502,488      | 1,384,787  | 38.9%  |

In addition to the proposed amendments to the General Fund, the following is recommended:

1. **Fund 119, Air Quality Improvement Trust:** Audit services related to this fund are anticipated to be over budget by \$100. Therefore, appropriations are proposed to be increased accordingly. There is sufficient funding available in fund balance to cover this overage.
2. **Fund 220, Community Services Foundation:** A total of \$10,666 is proposed to be rolled over from last fiscal year and appropriated for Police and Fire. Additionally, the \$2,065 received in donations to-date is also proposed to be appropriated.
3. **Fund 365, Fleet Management (\$230k):** Vehicle chargebacks and sublet repairs are both proposed to be decreased by \$230,000 as this will be paid directly from the Fire Department's budget under the General Fund. The net impact of this change to the General Fund is zero.

*Table 9: Summary of Proposed Budget Amendment to Other Funds*

| Other Funds                                | Current Budget | Requested BA | Amended Budget |
|--|----------------|--------------|----------------|
| <b>Air Quality Improvement Trust (119)</b> |                |              |                |
| Revenue                                    | 139,900        |              | 139,900        |
| Expenditures                               | 226,400        | 100          | 226,500        |
| <b>WC Community Svcs Foundation (220)</b>  |                |              |                |
| Revenue                                    | 141,900        | 2,065        | 143,965        |
| Expenditures                               | 272,300        | 12,731       | 285,031        |
| <b>Fleet Management (365)</b>              |                |              |                |
| Revenue                                    | 1,786,200      | (230,000)    | 1,556,200      |
| Expenditures                               | 1,786,200      | (230,000)    | 1,556,200      |

#### FOR MORE INFORMATION

This summary report is derived from detailed financial information generated by the City's Finance Department. Additional financial information is available online at [www.westcovina.org](http://www.westcovina.org).

**RESOLUTION NO. 2023-104**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024 (FIRST QUARTER FINANCIAL REPORT)**

**WHEREAS**, on April 18, 2023, the City Manager presented to the City Council a proposed budget for Fiscal Year 2023-24 in compliance with Section 2-151(m) of the West Covina Municipal Code; and

**WHEREAS**, following the initial presentation of the proposed budget for Fiscal Year 2023-24, the City held meetings and community workshops and conducted an online budget survey in order to solicit input from the public regarding the proposed budget; and

**WHEREAS**, on June 6, 2023, the City Council adopted a budget for the 2023-2024 Fiscal Year; and

**WHEREAS**, amendments must periodically be made to the budget to conform to changed circumstances following adoption of the budget.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves Budget Amendment No. 2024-06, attached hereto as Exhibit A, for Fiscal Year 2023-24.

**SECTION 2.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

**APPROVED AND ADOPTED** this 19th day of December, 2023.

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Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

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Thomas P. Duarte  
City Attorney

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Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-104 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lisa Sherrick  
Assistant City Clerk

Exhibit A

City of West Covina  
Fiscal Year 2023-24  
Budget Amendment No. 2024-06  
First Quarter Financial Report

| Fund                                       | Current Budget | Proposed Amendment | Amended Budget |
|--|----------------|--------------------|----------------|
| <b>110 – General Fund</b>                  |                |                    |                |
| Revenue                                    | 81,928,040     | 50,000             | 81,978,040     |
| Expenditures                               | 81,731,959     | 16,204             | 81,788,163     |
| Net Change in Fund Balance                 | \$156,081      | \$33,796           | \$189,877      |
| <b>119 – Air Quality Improvement Trust</b> |                |                    |                |
| Revenue                                    | 139,900        |                    | 139,900        |
| Expenditures                               | 226,400        | 100                | 226,500        |
| Net Change in Fund Balance                 | -\$86,500      | -\$100             | -\$86,600      |
| <b>220 – WC Community Svcs Foundation</b>  |                |                    |                |
| Revenue                                    | 141,900        | 2,065              | 143,965        |
| Expenditures                               | 272,300        | 12,731             | 285,031        |
| Net Change in Fund Balance                 | -\$130,400     | -\$10,666          | -\$141,066     |
| <b>365 – Fleet Management</b>              |                |                    |                |
| Revenue                                    | 1,786,200      | -230,000           | 1,556,200      |
| Expenditures                               | 1,786,200      | -230,000           | 1,556,200      |
| Net Change in Fund Balance                 | \$0            | \$0                | \$0            |



## AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** December 19, 2023

**TO:** Mayor and City Council

**FROM:** Paulina Morales  
Acting City Manager

**SUBJECT: CONSIDERATION OF INCREASE IN HOURLY RATES FOR LIMITED SERVICES PAY SCHEDULE TO REFLECT INCREASE IN STATE HOURLY MINIMUM WAGE EFFECTIVE JANUARY 1, 2024**

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### RECOMMENDATION:

It is recommended that the City Council:

1. Approve wage adjustments to limited services positions to bring them into compliance with the State's minimum wage requirement effective January 1, 2024; and
2. Adopt the following Resolution:

**RESOLUTION NO. 2023-111 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADJUSTING THE HOURLY PAY RATES OF CLASSIFICATIONS WITHIN THE LIMITED SERVICES PAY SCHEDULE AND REPEALING RESOLUTION NO. 2023-63**

### BACKGROUND:

On April 4, 2016, Governor Jerry Brown signed SB 3 (Leno, Chapter 4), which gradually raised the State minimum wage. As of January 1, 2023, the State minimum wage is increased annually for inflation based on the national Consumer Price Index (CPI). The annual inflationary increases are capped at 3.5% regardless of the CPI in any given year. California's minimum wage will increase to \$16.00 per hour for all employers on January 1, 2024.

### DISCUSSION:

Effective January 1, 2024, the State minimum wage will increase from \$15.50 per hour to \$16.00 per hour. Due to this increase, seven (7) classifications within the City's Limited Services Pay Schedule (i.e., part-time position schedule) will fall below the State's \$16.00 minimum wage requirement and must be adjusted accordingly. Additionally, six (6) classifications also need adjusting due to compaction.

The Crossing Guard position will also be removed from the schedule with the adoption of the proposed resolution. There are currently no employees in the position and the City does not foresee a need for them. If there is a need for the position in the future, then the City will present to Council the proposed employee positions and salary schedule.



**LEGAL REVIEW:**

The City Attorney's Office has reviewed the resolution and approved it as to form.

**Prepared by:** Maria-Luisa Olea, Assistant Finance Director

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**Fiscal Impact****FISCAL IMPACT:**

As of November 2023, there are 70 employees in the proposed classification salary changes. The Fiscal Year 2023-2024 cost to cover the mid-year minimum wage adjustments is approximately \$15,000, which can be absorbed within the existing budget. Therefore, there is no impact to the City's General Fund.

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**Attachments**

Attachment No. 1 - Resolution No. 2023-111

**CITY COUNCIL GOALS & OBJECTIVES:** Achieve Fiscal Sustainability and Financial Stability

**RESOLUTION NO. 2023-111**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADJUSTING THE HOURLY PAY RATES OF CLASSIFICATIONS WITHIN THE LIMITED SERVICES PAY SCHEDULE AND REPEALING RESOLUTION NO. 2023-63**

**THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:**

**WHEREAS**, on December 20, 2022, the City Council adopted Resolution No. 2022-128, adjusting the hourly pay rates of classifications within the Limited Services Compensation Schedule; and

**WHEREAS**, on September 5, 2023, the City Council adopted Resolution No. 2023-63, amending the Limited Service Compensation Schedule and repealing Resolution No. 2022-128; and

**WHEREAS**, the State minimum wage will increase to \$16.00 per hour effective January 1, 2024; and

**WHEREAS**, the City of West Covina is required to comply with such law by ensuring City employees are paid at the level established; and

**WHEREAS**, the State minimum wage impacts the current hourly wage for the following seven (7) classifications: Cable TV Production Assistant, Day Care Teacher, Food Services Worker, Intern, Maintenance Assistant, Office Aide I, and Recreation Leader; and

**WHEREAS**, due to compaction, the State minimum wage impacts the current hourly wage for the following six (6) classifications: Assistant Cook, Day Care Director, Office Aide II, Office Aide III, Police Cadet, and Recreation Site Coordinator; and

**WHEREAS**, the City Council desires to amend the Limited Services Compensation Schedule for consistency with State law; and

**WHEREAS**, the City Council further desires to amend the Limited Services Compensation Schedule to remove the Crossing Guard position.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The hourly pay range for the Limited Services Compensation Schedule is hereby amended as set forth in Exhibit A.

**SECTION 2.** The effective date of this limited service hourly rate adjustment for the Cable TV Production Assistant, Day Care Teacher, Food Services Worker, Intern, Maintenance Assistant, Office Aide I, and Recreation Leader is January 1, 2024. The limited service hourly rate adjustment for the Assistant Cook, Day Care Director, Office Aide II, Office Aide III, Police Cadet, and Recreation Site Coordinator classifications will be effective the first available payroll period following January 1, 2024.

**SECTION 3.** Resolution No. 2023-63 is hereby repealed.

**SECTION 4.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

**APPROVED AND ADOPTED** this 19th day of December, 2023.

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Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

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Thomas P. Duarte  
City Attorney

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Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-111 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lisa Sherrick  
Assistant City Clerk

**EXHIBIT A**

**LIMITED SERVICE COMPENSATION SCHEDULE**

**CITY OF WEST COVINA**  
**LIMITED SERVICE COMPENSATION SCHEDULE**  
Effective January 1, 2024

| CLASSIFICATION                   | PAY RANGE | HOURLY BASE RATE |         |         |
|----------------------------------|-----------|------------------|---------|---------|
|                                  |           | STEP 1           | STEP 2  | STEP 3  |
| Assistant Cook                   | PT05      | \$17.48          | \$18.35 | \$19.27 |
| Cable TV Production Assistant    | PT01      | \$16.00          | \$16.40 | \$16.80 |
| Day Care Director                | PT11      | \$19.86          | \$20.85 | \$21.89 |
| Day Care Teacher                 | PT03      | \$16.17          | \$16.98 | \$17.83 |
| Food Services Worker             | PT02      | \$16.00          |         | \$16.80 |
| Intern                           | PT09      | \$16.00          |         | \$20.00 |
| Maintenance Assistant            | PT02      | \$16.00          |         | \$16.80 |
| Office Aide I                    | PT02      | \$16.00          |         | \$16.80 |
| Office Aide II                   | PT04      | \$17.15          |         | \$18.01 |
| Office Aide III                  | PT07      | \$18.40          |         | \$19.32 |
| Police Background Investigator   | PT13      | \$40.00          | \$45.00 | \$50.00 |
| Police Cadet                     | PT16      | \$17.50          | \$18.38 | \$19.30 |
| Recreation Leader                | PT01      | \$16.00          | \$16.40 | \$16.80 |
| Recreation Site Coordinator      | PT06      | \$17.55          | \$18.43 | \$19.35 |
| <b>Auxiliary Safety Reserves</b> |           |                  |         |         |
| Police Officer Level III Reserve | PT20      |                  |         | \$25.00 |
| Police Officer Level II Reserve  | PT14      |                  |         | \$32.00 |
| Police Officer Level I Reserve   | PT15      |                  |         | \$40.00 |
| PD Sergeant Level I Reserve      | PT08      |                  |         | \$41.60 |
| PD Lieutenant Level I Reserve    | PT10      |                  |         | \$43.26 |
| PD Commander Level I Reserve     | PT12      |                  |         | \$45.00 |



## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** December 19, 2023

**TO:** Mayor and City Council

**FROM:** Paulina Morales  
Acting City Manager

**SUBJECT: CONSIDERATION OF JOB DESCRIPTIONS FOR CITYWIDE REORGANIZATION**

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**RECOMMENDATION:**

It is recommended that the City Council adopt the following resolutions:

**RESOLUTION NO. 2023-96 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE FINANCE DIRECTOR CLASSIFICATION SPECIFICATIONS;**

**RESOLUTION NO. 2023-97 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE CODE ENFORCEMENT DIRECTOR CLASSIFICATION SPECIFICATIONS;**

**RESOLUTION NO. 2023-98 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE DEPUTY COMMUNITY DEVELOPMENT DIRECTOR CLASSIFICATION;**

**RESOLUTION NO. 2023-99 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE DEPUTY COMMUNITY SERVICES DIRECTOR CLASSIFICATION;**

**RESOLUTION NO. 2023-100 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE DEPUTY DIRECTOR OF PUBLIC SERVICES CLASSIFICATION AND THE ESTABLISHMENT OF THE DEPUTY PUBLIC WORKS DIRECTOR CLASSIFICATION;**

**RESOLUTION NO. 2023-101 - RESOLUTION NO. 2023-101 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE PUBLIC SERVICES SUPERINTENDENT CLASSIFICATION AND THE ESTABLISHMENT OF THE PUBLIC WORKS SUPERINTENDENT CLASSIFICATION;**

**RESOLUTION NO. 2023-102 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE PROJECT MANAGER CLASSIFICATION; and**

**RESOLUTION NO. 2023-103 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE PUBLIC WORKS DIRECTOR CLASSIFICATION SPECIFICATIONS.**

**BACKGROUND:**

On October 3, 2023, the City Council approved a new organizational chart. Exhibit A includes the new organizational chart for the departments. The new chart includes eight (8) departments, each with a director overseeing each department. Until a director position is budgeted for and filled, those departments without a director will be assigned to an Assistant City Manager. The new organizational chart includes three new classifications: Community Services Deputy Director, Community Development Deputy Director, and a Project Manager.

**DISCUSSION:**

Staff has reviewed the job classifications impacted by the reorganization and proposes modifying them to reflect current duties and update to current standards. The Human Resources Commission reviewed and approved these classifications on November 8, 2023. Additionally, these job descriptions have also been shared with the applicable labor groups for review. The table below outlines the substantive changes for each.

| <b>Attachment No.</b> | <b>Proposed Title</b>  | <b>Substantive Changes</b>   | <b>Resolution No.</b> |
|-----------------------|--|--|-----------------------|
| 1                     | Finance Director   | Reworked classification to accurately reflect duties, including oversight of Human Resources.  | 2023-96               |
| 2                     | Code Enforcement Director  | Removed reference to specific supervisor. Added standard language to be consistent with other classifications.   | 2023-97               |
| 3                     | Deputy Community Development Director (new)                                    | Created per the new organizational chart, based on the Director position. Proposed salary range is midway between the director and highest subordinate position.   | 2023-98               |
| 4                     | Deputy Community Services Director (new)                                       | Created per the new organizational chart, based on the Director position. Proposed salary range is midway between the director and highest subordinate position.   | 2023-99               |
| 5                     | Deputy Director of Public Works (Currently Deputy Director of Public Services) | Removed all references to Public Services and Community Services, expanded list of essential functions to reflect current duties, and added standard language to be consistent with other classifications. | 2023-100              |

|   |  |   |          |
|---|--|---|----------|
| 6 | Public Works Superintendent<br>(Currently Public Services<br>Superintendent) | Removed all references to<br>Public Services and<br>Community Services, modified<br>list of essential functions to<br>reflect current duties, and<br>added standard language to<br>be consistent with other<br>classifications. | 2023-101 |
| 7 | Project Manager (new)  | Created per the new<br>organizational chart. Salary<br>range based on market survey<br>from cities of Azusa, Burbank,<br>Downey, El Monte, Monterey<br>Park, Ontario, Pasadena,<br>Pomona, and Whittier.                        | 2023-102 |
| 8 | Public Works Director (Currently<br>Public Services Director)                | Removed all references to<br>Public Services and<br>Community Services,<br>expanded list of essential<br>functions to reflect current<br>duties, and added standard<br>language to be consistent with<br>other classifications. | 2023-103 |

It should be noted that the Public Works Superintendent classification was presented to the Human Resources Commission as the Maintenance Superintendent classification. However, based upon discussions with the bargaining unit, the City and the Unit agreed that the class title would be Public Works Superintendent. All specifications for the classification are presented to the Human Resources Commission.

#### **LEGAL REVIEW:**

The City Attorney's Office has reviewed the resolutions and approved them as to form.

**Prepared by:** Stephanie Sikkema, Finance Director

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### **Fiscal Impact**

#### **FISCAL IMPACT:**

The proposed organization chart reallocates two positions. The current Planning Manager position is proposed to be reallocated to the new Deputy Director of Community Development once the classification is created. The current Public Services Manager is proposed to be reallocated to an Assistant to the City Manager. The City's Personnel Rules state that if a position is reallocated to a class which has a higher salary range, then the salary of such employee who shall be placed on the step in the new higher range which is at least equal to an advancement of a full step over the step he/she held in his/her former range in the basic salary schedule. The financial impact of step increase is equal to five percent.

The Deputy Director of Community Services and Project Manager are two new proposed classifications and positions. The Deputy Director of Community Services is proposed to be funded by the General Fund. The Project Manager position is proposed to be funded by General Fund Engineering and capital projects. The table below outlines the fiscal impact of these changes this fiscal year and over the next four years. Revenue less expenditures in FYE2025 through FYE 2028 are estimated based on the Long-Range Financial Forecast: FYE 2024-2028.

| <b>General Fund</b> | <b>FYE2024</b> | <b>FYE2025</b> | <b>FYE2026</b> | <b>FYE2027</b> | <b>FYE2028</b> |
|---------------------|----------------|----------------|----------------|----------------|----------------|
|---------------------|----------------|----------------|----------------|----------------|----------------|



|  | <b>Budget</b> | <b>LRFF</b> | <b>LRFF</b> | <b>LRFF</b> | <b>LRFF</b> |
|--|---------------|-------------|-------------|-------------|-------------|
| Estimated Fiscal Impact of Additions and Changes | \$141,500     | \$279,100   | \$287,500   | \$296,100   | \$305,000   |
| Estimated Revenue less Expenditures (Capacity)   | \$156,081     | \$1,107,000 | \$2,678,000 | \$3,631,000 | \$5,069,000 |

### **Attachments**

Exhibit A - Organizational Chart

Attachment No. 1 - Proposed Finance Director (changes tracked)

Attachment No. 1a - Resolution 2023-96

Attachment No. 1b - Resolution 2023-96 Exhibit A

Attachment No. 2 - Proposed Code Enforcement Director (changes tracked)

Attachment No. 2a - Resolution 2023-97

Attachment No. 2b - Resolution 2023-97 Exhibit A

Attachment No. 3 - Deputy Community Development Director (changes tracked)

Attachment No. 3a - Resolution 2023-98

Attachment No. 3b - Resolution 2023-98 Exhibit A

Attachment No. 4 - Deputy Community Services Director (changes tracked)

Attachment No. 4a - Resolution 2023-99

Attachment No. 4b - Resolution 2023-99 Exhibit A

Attachment No. 5 - Deputy Director of Public Works (changes tracked)

Attachment No. 5a - Resolution 2023-100

Attachment No. 5b - Resolution 2023-100 Exhibit A

Attachment No. 6 - Public Works Superintendent (changes tracked)

Attachment No. 6a - Resolution 2023-101

Attachment No. 6b - Resolution 2023-101 Exhibit A

Attachment No. 7a - Resolution 2023-102 Project Manager

Attachment No. 7b - Resolution 2023-102 Exhibit A

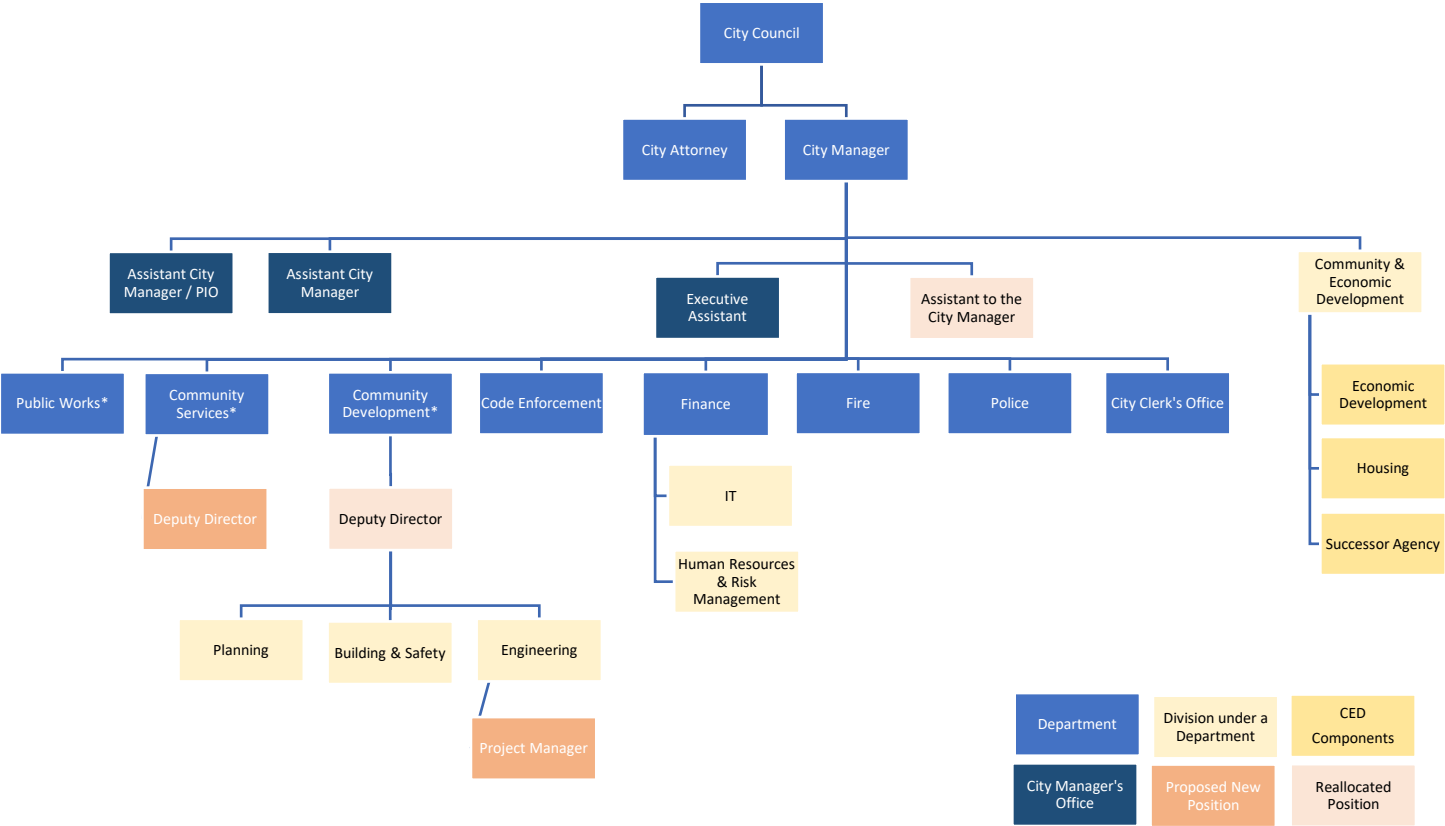
Attachment No. 8 - Public Works Director (changes tracked)

Attachment No. 8a - Resolution 2023-103

Attachment No. 8b - Resolution 2023-103 Exhibit A

**CITY COUNCIL GOALS & OBJECTIVES:** Maintain Good Intergovernmental Relations

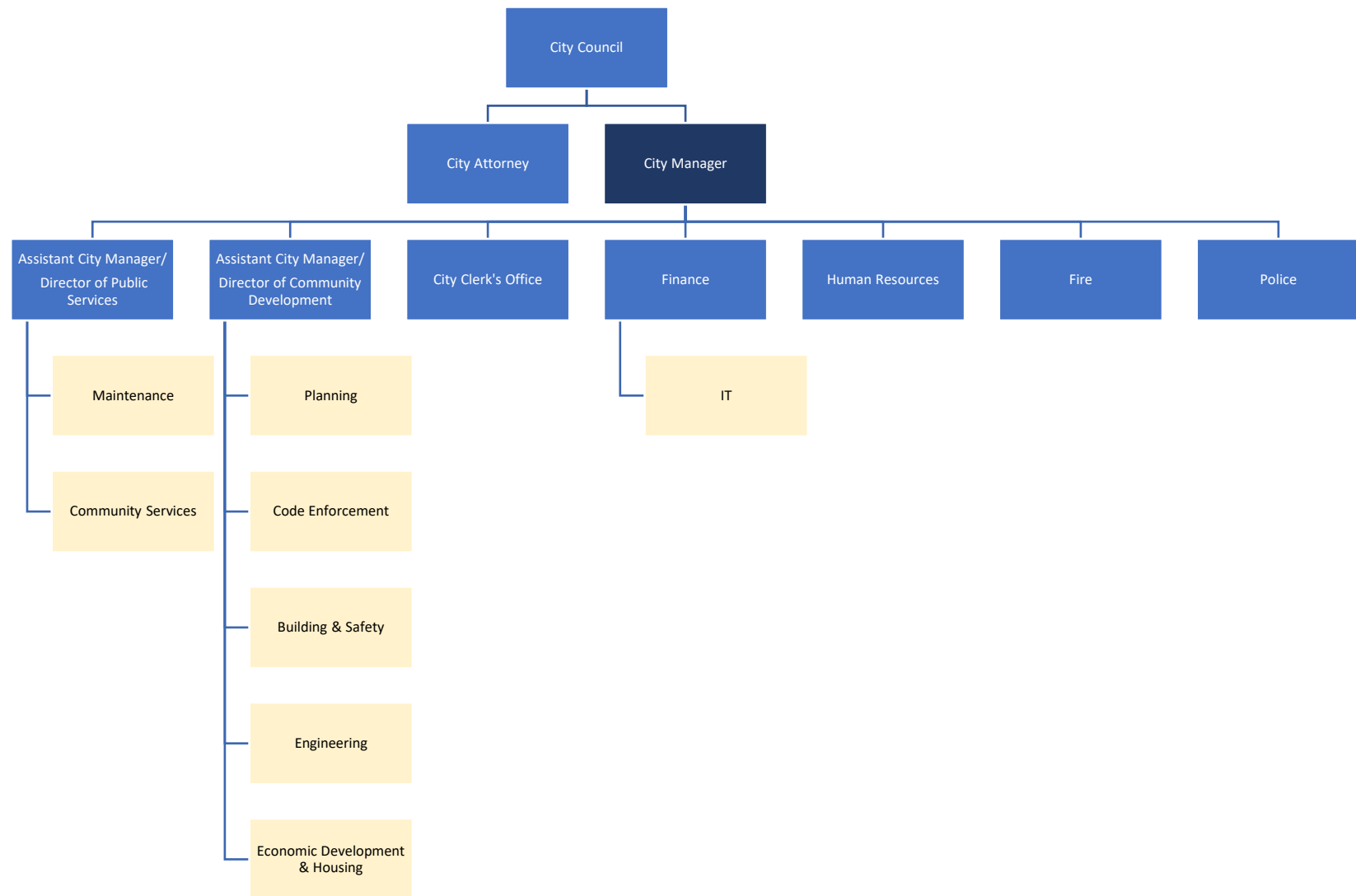
# New City Organizational Chart



*\*An Assistant City Manager will serve as Director.*

## Old City Organizational Chart

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**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

**Class Title:** FINANCE DIRECTOR  
**Bargaining Unit:** N/A  
**Class Code:** FIN DIR  
**Salary Grade:** DH040  
**Salary:** \$145,944.00 - \$197,028.00 Annually  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under administrative direction, plans, organizes, directs the auditing, budget preparation, ~~cost~~ general accounting, grant accounting, cashiering services, business licensing, information technology, transient occupancy tax, and treasury functions, and purchasing activities of the City; oversees various City tax and other revenue-producing programs; participation in special Citywide management functions and projects such as long-term capital budgeting, installation of data processing programs; and performs related duties as required.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Oversees or directs the preparation of the City budget; supervises the review of budget requests and the compilation of estimates and projections to effect a balanced budget.
- Forecasts budget revenues; analyzes reserves; attends all budget meetings and hearings held with various departments and divisions; assists with review of all budget documents for the City; performs analysis; reviews cash flow projections; prepares long-term financial analyses for the City.
- ~~1. Oversees the preparation of copies of the budget and its distribution.~~
- Monitors and evaluates legislative, regulatory, and other governing body rulemaking changes that may have a financial impact on the City; reviews City financial policies and Finance Department procedures to enhance financial management internal controls over various types of financial transactions.
- ~~2. Directs the Controller to study financial management and accounting methods for City functions to assure a properly maintained budget and fiscal system.~~
- Oversees the review of revenue and expenditure reports in comparison with planned budget and recommends control necessary to keep budget in balance.
- Directs the preparation of reports for State and private agencies.
- Provides direction for the staff of the Finance Department to assist department heads on financial problems and maintaining cost records of financial activities.
- Oversees the general accounting system of the City.
- Oversees and is responsible for the disbursement of all monies.

- Directs the audit of all expenditures as to budget or Council authorization.
  - Directs and ~~approves for~~approves payment of all bills, purchase orders, invoices, payrolls, and demands.
  - Directs the preparation of all financial reporting and audits.
  - Responsible for the preparation of the Annual Comprehensive Financial Report and annual budget in conformance with CSMFO and GFOA established guidelines; preparation of the Budget Letter of Transmittal, Management's Discussion and Analysis and ACFR Letter of Transmittal.
- ~~3. Directs the Controller to prepare and submit to the City Council periodically a register of audited demands in conformance with State law.~~
- Directs the staff and operations of the City's Information Technology Division.~~Information System Manager to plan and direct the implementation of appropriate data processing.~~
  - Evaluates policies, operating methods, and results of the program of motel-hotel tax, sales tax, cashiering, and data processing, including the preparation of regular and special reports covering the revision, improvement, or adjustment of these programs and related services, fees, or expenditures.
- ~~4. Responsible for the collection of business license taxes, transient occupancy taxes and the billing and collection of accounts and loans receivable; manages the preparation of various annual and periodic reports to a variety of external entities.~~
- Supervises the operations ~~of the Central~~ internal services.
  - Directs the City's cash management program and the investment of idle funds as directed by the Finance Director; monitor cash balances in all funds; review transactions in relation to community facilities districts, assessment districts, and long-term debt investments.
  - Develops and implements departmental goals, objectives and priorities
  - Develops and administers policies and procedures.
  - Establishes appropriate service and staffing levels.
  - Allocates resources accordingly.
  - Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
  - Selects, trains, motivates, and evaluates assigned personnel.
  - Provides or coordinates staff training; works with employees to correct deficiencies.
  - Prepares and reviews agenda item reports; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to finance programs, policies and procedures as appropriate.
  - May plan, organize, direct and administer the City's Human Resources and Risk Management programs and services.
  - May serve as Personnel Officer.
  - May act as chief negotiator and participates in negotiations during meet and confer sessions with various employee organizations. Act as advisor to the City Council and City Manager on labor relations matters.
  - May serve as Acting City Manager when so designated.
  - Performs related work as assigned.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level finance position. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Required Knowledge of:**

- ~~Thorough knowledge of the p~~Principles, methods, and practices of municipal finance administration;\_
- ~~working knowledge of the p~~Principles and practices of public administration;\_
- ~~thorough knowledge of the a~~Approved principles and standard practices of centralized accounting, auditing, payroll, and revenue projection and management;\_
- ~~working knowledge of p~~Purchasing, data processing and duplicating services and the laws affecting municipal finance administration;\_
- Computer applications in administrative functions.
- Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting.
- Principles of research, statistical analysis and report preparation.
- General office procedures; operation and care of general-purpose computer equipment.
- Principles and practices of supervision, training and performance evaluation; Economic/business cycles.
- Microsoft Excel (including pivot tables), Word and PowerPoint.
- City finance policies and procedures, Civil Service Rules and labor contract provisions.

**Ability to:**

- ~~ability to plan, organize~~Organize, and direct work involved in finance administration;\_
- ~~ability to d~~Deal effectively with superiors and subordinates;\_
- ~~ability to prepare and present oral and written reports; ability to d~~Deal effectively with the general public, City staff, and representatives of various public and private agencies.
- Analyze and make sound recommendations on complex accounting and financial issues, data and operations.
- Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
- Develop and implement sound financial and accounting procedures and controls.
- Communicate clearly and effectively, orally and in writing.
- Prepare and present oral and written reports.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Exercise sound, expert independent judgment within general policy guidelines.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish and maintain effective working relationships with the City Manager, Mayor and Council Members, department heads and managers, staff, representatives of other agencies, the public and others encountered in the course of work.

**MINIMUM QUALIFICATIONS****Education, Training, and Experience:**

A Bachelor's Degree from an accredited college or university with a major in accounting, finance administration, public administration, or a closely related field is required.

Master's Degree in a related field is desirable.

~~Six~~Seven (7) years of professional experience in governmental accounting or finance, including at least ~~two~~four (4) years in a supervisory capacity ~~supervision and/or administration.~~

#### Licenses/ Certifications

Certified Public Accountant (CPA) designation, Certified Public Finance Officers (CPFO), or other accreditation in a related field is desirable.

#### **Education:-**

~~A Bachelor's Degree with a major in accounting, finance administration, public administration, or a closely related field.~~

#### **PHYSICAL REQUIREMENTS**

This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

#### **SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**RESOLUTION NO. 2023-96**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WEST COVINA, CALIFORNIA, APPROVING THE REPEAL  
AND REPLACEMENT OF THE FINANCE DIRECTOR  
CLASSIFICATION SPECIFICATIONS**

**THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS,  
DETERMINES, AND DECLARES AS FOLLOWS:**

**WHEREAS**, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

**WHEREAS**, on October 3, 2023, the City Council approved the reorganization of City departments; and

**WHEREAS**, the Human Resources Department reviewed the job classifications impacted by the reorganization and has proposed revisions to the specifications for the Finance Director classification; and

**WHEREAS**, on November 8, 2023, the Human Resources Commission reviewed and approved the repeal of the existing class specifications for the Finance Director classification and replacement of said specifications with the revised specifications set forth in Exhibit A, attached hereto and incorporated herein; and

**WHEREAS**, the City Council desires to approve the repeal and replacement of the Finance Director class specifications.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA,  
CALIFORNIA HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves the repeal of the existing class specifications for the Finance Director classification.

**SECTION 2.** The City Council hereby approves replacing the repealed specifications with the specifications attached hereto as Exhibit A.

**SECTION 3.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.



**APPROVED AND ADOPTED** this 19th day of December, 2023.

---

Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

---

Thomas P. Duarte  
City Attorney

---

Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-96 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Lisa Sherrick  
Assistant City Clerk

**EXHIBIT A**

**CLASS SPECIFICATIONS  
FINANCE DIRECTOR**

**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

**Class Title:** FINANCE DIRECTOR  
**Bargaining Unit:** N/A  
**Class Code:** FIN DIR  
**Salary Grade:** DH040  
**Salary:** \$145,944.00 - \$197,028.00 Annually  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under administrative direction, plans, organizes, directs the auditing, budget preparation, general accounting, grant accounting, cashiering services, business licensing, information technology, transient occupancy tax, and treasury functions, and purchasing activities of the City; oversees various City tax and other revenue-producing programs; participation in special Citywide management functions and projects such as long-term capital budgeting, installation of data processing programs; and performs related duties as required.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Oversees or directs the preparation of the City budget; supervises the review of budget requests and the compilation of estimates and projections to effect a balanced budget.
- Forecasts budget revenues; analyzes reserves; attends all budget meetings and hearings held with various departments and divisions; assists with review of all budget documents for the City; performs analysis; reviews cash flow projections; prepares long-term financial analyses for the City.
- Monitors and evaluates legislative, regulatory, and other governing body rulemaking changes that may have a financial impact on the City; reviews City financial policies and Finance Department procedures to enhance financial management internal controls over various types of financial transactions.
- Oversees the review of revenue and expenditure reports in comparison with planned budget and recommends control necessary to keep budget in balance.
- Directs the preparation of reports for State and private agencies.
- Provides direction for the staff of the Finance Department to assist department heads on financial problems and maintaining cost records of financial activities.
- Oversees the general accounting system of the City.
- Oversees and is responsible for the disbursement of all monies.
- Directs the audit of all expenditures as to budget or Council authorization.
- Directs and approves payment of all bills, purchase orders, invoices, payrolls, and demands.
- Directs the preparation of all financial reporting and audits.
- Responsible for the preparation of the Annual Comprehensive Financial Report and annual budget in conformance with CSMFO and GFOA established guidelines;

preparation of the Budget Letter of Transmittal, Management's Discussion and Analysis and ACFR Letter of Transmittal.

- Directs the staff and operations of the City's Information Technology Division..
- Evaluates policies, operating methods, and results of the program of motel-hotel tax, sales tax, cashiering, and data processing, including the preparation of regular and special reports covering the revision, improvement, or adjustment of these programs and related services, fees, or expenditures.
- Responsible for the collection of business license taxes, transient occupancy taxes and the billing and collection of accounts and loans receivable; manages the preparation of various annual and periodic reports to a variety of external entities. Supervises the operations internal services.
- Directs the City's cash management program and the investment of idle funds as directed by the Finance Director; monitor cash balances in all funds; review transactions in relation to community facilities districts, assessment districts, and long-term debt investments.
- Develops and implements departmental goals, objectives and priorities
- Develops and administers policies and procedures.
- Establishes appropriate service and staffing levels.
- Allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Selects, trains, motivates, and evaluates assigned personnel.
- Provides or coordinates staff training; works with employees to correct deficiencies.
- Prepares and reviews agenda item reports; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to finance programs, policies and procedures as appropriate.
- May plan, organize, direct and administer the City's Human Resources and Risk Management programs and services.
- May serve as Personnel Officer.
- May act as chief negotiator and participates in negotiations during meet and confer sessions with various employee organizations. Act as advisor to the City Council and City Manager on labor relations matters.
- May serve as Acting City Manager when so designated.
- Performs related work as assigned.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level finance position. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### *Knowledge of:*

- Principles, methods, and practices of municipal finance administration.
- Principles and practices of public administration.
- Approved principles and standard practices of centralized accounting, auditing, payroll, and revenue projection and management.
- Purchasing, data processing and duplicating services and the laws affecting municipal finance administration.
- Computer applications in administrative functions.

- Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting.
- Principles of research, statistical analysis and report preparation.
- General office procedures; operation and care of general-purpose computer equipment.
- Principles and practices of supervision, training and performance evaluation; Economic/business cycles.
- Microsoft Excel (including pivot tables), Word and PowerPoint.
- City finance policies and procedures, Civil Service Rules and labor contract provisions.

*Ability to:*

- Organize, and direct work involved in finance administration.
- Deal effectively with superiors and subordinates.
- Deal effectively with the general public, City staff, and representatives of various public and private agencies.
- Analyze and make sound recommendations on complex accounting and financial issues, data and operations.
- Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
- Develop and implement sound financial and accounting procedures and controls.
- Communicate clearly and effectively, orally and in writing.
- Prepare and present oral and written reports.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Exercise sound, expert independent judgment within general policy guidelines.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish and maintain effective working relationships with the City Manager, Mayor and Council Members, department heads and managers, staff, representatives of other agencies, the public and others encountered in the course of work.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

A Bachelor's Degree from an accredited college or university with a major in accounting, finance administration, public administration, or a closely related field is required.

Master's Degree in a related field is desirable.

Seven (7) years of professional experience in governmental accounting or finance, including at least four (4) years in a supervisory capacity .

### **Licenses/ Certifications**

Certified Public Accountant (CPA) designation, Certified Public Finance Officers (CPFO), or other accreditation in a related field is desirable.

**PHYSICAL REQUIREMENTS**

This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

**SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

**Class Title:** CODE ENFORCEMENT DIRECTOR  
**Bargaining Unit:** ~~N/A DEPARTMENT HEAD / EXECUTIVE MANAGEMENT~~  
**Class Code:** CODE ENF. DIR.  
**Salary Grade:** DHXXX  
**Salary:** \$113,700.00 - \$153,504.00  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under general ~~the direction of the Assistant City Manager/Community Development Director~~, the Code Enforcement Director is responsible for the development and administration of the city code enforcement programs designed to address quality of life issues throughout the city. This includes zoning, health, building, fire, safety, and other forms of municipality codes. The Director oversees and manages the code enforcement and parking enforcement for the city. The Director, directs, supervises incumbents provides leadership, represent the unit during various meetings, responds to request for information, presents in public and private meetings, and answers inquiries from elected and appointed officials. The Director coordinates the development of enforcement and compliance programs and serves as a key member of the City's management team. The Director will also function as the liaison with the City Manager's office concerning enforcement issues. This position coordinates with other City departments, has significant contact with local and regional law enforcement agencies and monitors updates to State and Federal Law. The Director shall also serve as a liaison and lead contact for the City's Emergency Operation Plan.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assumes management responsibility for assigned services and activities of the Code Enforcement Division including enforcement of certain building, Health and Safety, Business and Professions, vehicle, and City municipal and zoning codes that protect health, safety, and general welfare of residents and visitors.
- Develops, implements and supervises a code enforcement program involved in the efficient and effective enforcement of codes related to housing, dangerous buildings, abandoned/inoperative vehicles, trash, weeds, business operating without proper business license, and other health and safety violations.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for assigned staff involved in investigating code violations and initiating procedures to abate violations.

- Assigns work activities, projects, and programs to implement Council's plans.
- Reviews and evaluates work products, methods, and procedures.
- Meets with staff to identify and resolve problems.
- Participates in field activities and investigations.
- Reviews reports prepared by Code Enforcement Officers.
- May issue citations and prepare requests for criminal complaints as appropriate.
- Prepares cases for prosecution, and materials for city council's and committees' hearings.
- May testify in court regarding compliance action.
- Reviews and analyzes statistical information from reports.
- Track case information and review data entry for consistency.
- Selects, trains, motivates, and evaluates assigned personnel.
- Provides or coordinates staff training.
- Works with employees to correct deficiencies.
- Implements discipline and termination procedures.
- Oversees and participates in the development and administration of the Code Enforcement Division's annual budget.
- Participates in the forecast of funds needed for staffing, equipment, materials, and supplies, monitors and approves expenditures, and implements adjustments.
- Provides responsible staff assistance to the City Manager; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Code Enforcement programs, policies, and procedures as appropriate.
- Serves as the liaison for the Code Enforcement Division to other divisions, departments, and outside agencies.
- Attends various meetings to work with and educate citizens.
- Responds to and resolves difficult and sensitive inquiries and complaints.
- Negotiates and resolves sensitive and controversial issues.
- Serves as staff on a variety of boards, commissions, and committees.
- Prepares and presents staff reports and other necessary correspondence.
- Attends seminars, classes, professional group meetings, and reviews professional literature.
- Stays abreast of current developments, new trends, and innovations in the field of code enforcement.
- Performs related duties as required.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level position. A typical way of obtaining the required qualifications is to possess the equivalent of:

*Knowledge of:*

- Operational characteristics, services, and activities of a comprehensive municipal code enforcement program.
- Principles and practices of program development and administration. Principles and practices of municipal budget preparation and administration. Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations including current land use, zoning, municipal, and applicable building codes as they apply to code enforcement, mobile-home enforcement, and business licensing.



- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Legal procedures involved in the enforcement of land use and environmental regulations.
- Court documents and procedures including procedures for citation issuance and obtaining various types of inspection warrants.
- City services and organizational structure as they relate to code enforcement. Effective customer service and public relations practices.
- Principles and procedures of record keeping.
- Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications

*Ability to:*

- Oversee and participate in the management of a comprehensive code enforcement program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques. Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws, and regulations. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Prepare and conduct presentations to groups of varying sizes.
- Represent the City in a professional manner in dealing with staff, citizens, news media, and other agencies and groups.
- Demonstrate an awareness and appreciation of the cultural diversity of the community. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Knowledge, Skills, and Abilities:-**

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

A Bachelor's degree from an accredited college or university with major course work in planning, public administration, business administration, law enforcement or a related field in desirable.

**EXPERIENCE:**

Fifteen years (full-time equivalent) of increasingly responsible code enforcement, investigative, and/or inspection experience including ten years (full-time equivalent) of administrative and supervisory responsibility.

**PHYSICAL REQUIREMENTS:**

Public contact.

Communication with diverse community.

Ability to handle pressure and fluctuating workload.

Use of dexterity to type, write and perform related duties.

Handle light weights, and move around as needed Stand, sit and walk for extended periods of time.

Read, interpret and apply rules, regulations, policies and procedures.

**Other / Special Requirements****Licenses/ Certificates:**

- A valid CA Driver License.
- Possession of PC 832, or ability to obtain PC 832 within six months from employment.

**PHYSICAL REQUIREMENTS**

This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

**SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**RESOLUTION NO. 2023-97**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WEST COVINA, CALIFORNIA, APPROVING THE REPEAL  
AND REPLACEMENT OF THE CODE ENFORCEMENT  
DIRECTOR CLASSIFICATION SPECIFICATIONS**

**THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS,  
DETERMINES, AND DECLARES AS FOLLOWS:**

**WHEREAS**, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

**WHEREAS**, on October 3, 2023, the City Council approved the reorganization of City departments; and

**WHEREAS**, the Human Resources Department reviewed the job classifications impacted by the reorganization and has proposed revisions to the specifications for the Code Enforcement Director classification; and

**WHEREAS**, on November 8, 2023, the Human Resources Commission reviewed and approved the repeal of the existing class specifications for the Code Enforcement Director classification and replacement of said specifications with the revised specifications set forth in Exhibit A, attached hereto and incorporated herein; and

**WHEREAS**, the City Council desires to approve the repeal and replacement of the Code Enforcement Director class specifications.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA,  
CALIFORNIA HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves the repeal of the existing class specifications for the Code Enforcement Director classification.

**SECTION 2.** The City Council hereby approves replacing the repealed specifications with the specifications attached hereto as Exhibit A.

**SECTION 3.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

**APPROVED AND ADOPTED** this 19th day of December, 2023.

---

Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

---

Thomas P. Duarte  
City Attorney

---

Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-97 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Lisa Sherrick  
Assistant City Clerk

**EXHIBIT A**

**CLASS SPECIFICATIONS  
CODE ENFORCEMENT DIRECTOR**

**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

**Class Title:** CODE ENFORCEMENT DIRECTOR  
**Bargaining Unit:** N/A  
**Class Code:** CODE ENF. DIR.  
**Salary Grade:** DHXXX  
**Salary:** \$113,700.00 - \$153,504.00  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under general direction, the Code Enforcement Director is responsible for the development and administration of the city code enforcement programs designed to address quality of life issues throughout the city. This includes zoning, health, building, fire, safety, and other forms of municipality codes. The Director oversees and manages the code enforcement and parking enforcement for the city. The Director, directs, supervises incumbents provides leadership, represent the unit during various meetings, responds to request for information, presents in public and private meetings, and answers inquiries from elected and appointed officials. The Director coordinates the development of enforcement and compliance programs and serves as a key member of the City's management team. The Director will also function as the liaison with the City Manager's office concerning enforcement issues. This position coordinates with other City departments, has significant contact with local and regional law enforcement agencies and monitors updates to State and Federal Law. The Director shall also serve as a liaison and lead contact for the City's Emergency Operation Plan.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assumes management responsibility for assigned services and activities of the Code Enforcement Division including enforcement of certain building, Health and Safety, Business and Professions, vehicle, and City municipal and zoning codes that protect health, safety, and general welfare of residents and visitors.
- Develops, implements and supervises a code enforcement program involved in the efficient and effective enforcement of codes related to housing, dangerous buildings, abandoned/inoperative vehicles, trash, weeds, business operating without proper business license, and other health and safety violations.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for assigned staff involved in investigating code violations and initiating procedures to abate violations.

- Assigns work activities, projects, and programs to implement Council's plans.
- Reviews and evaluates work products, methods, and procedures.
- Meets with staff to identify and resolve problems.
- Participates in field activities and investigations.
- Reviews reports prepared by Code Enforcement Officers.
- May issue citations and prepare requests for criminal complaints as appropriate.
- Prepares cases for prosecution, and materials for city council's and committees' hearings.
- May testify in court regarding compliance action.
- Reviews and analyzes statistical information from reports.
- Track case information and review data entry for consistency.
- Selects, trains, motivates, and evaluates assigned personnel.
- Provides or coordinates staff training.
- Works with employees to correct deficiencies.
- Implements discipline and termination procedures.
- Oversees and participates in the development and administration of the Code Enforcement Division's annual budget.
- Participates in the forecast of funds needed for staffing, equipment, materials, and supplies, monitors and approves expenditures, and implements adjustments.
- Provides responsible staff assistance to the City Manager; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Code Enforcement programs, policies, and procedures as appropriate.
- Serves as the liaison for the Code Enforcement Division to other divisions, departments, and outside agencies.
- Attends various meetings to work with and educate citizens.
- Responds to and resolves difficult and sensitive inquiries and complaints.
- Negotiates and resolves sensitive and controversial issues.
- Serves as staff on a variety of boards, commissions, and committees.
- Prepares and presents staff reports and other necessary correspondence.
- Attends seminars, classes, professional group meetings, and reviews professional literature.
- Stays abreast of current developments, new trends, and innovations in the field of code enforcement.
- Performs related duties as required.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level position. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### *Knowledge of:*

- Operational characteristics, services, and activities of a comprehensive municipal code enforcement program.
- Principles and practices of program development and administration. Principles and practices of municipal budget preparation and administration. Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations including current land use, zoning, municipal, and applicable building codes as they apply to code enforcement, mobile-home enforcement, and business licensing.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.

- Legal procedures involved in the enforcement of land use and environmental regulations.
- Court documents and procedures including procedures for citation issuance and obtaining various types of inspection warrants.
- City services and organizational structure as they relate to code enforcement. Effective customer service and public relations practices.
- Principles and procedures of record keeping.
- Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications

*Ability to:*

- Oversee and participate in the management of a comprehensive code enforcement program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques. Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws, and regulations. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Prepare and conduct presentations to groups of varying sizes.
- Represent the City in a professional manner in dealing with staff, citizens, news media, and other agencies and groups.
- Demonstrate an awareness and appreciation of the cultural diversity of the community. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

A Bachelor's degree from an accredited college or university with major course work in planning, public administration, business administration, law enforcement or a related field in desirable.

Fifteen years (full-time equivalent) of increasingly responsible code enforcement, investigative, and/or inspection experience including ten years (full-time equivalent) of administrative and supervisory responsibility.

## **PHYSICAL REQUIREMENTS**



Public contact.

Communication with diverse community.

Ability to handle pressure and fluctuating workload.

Use of dexterity to type, write and perform related duties.

Handle light weights, and move around as needed Stand, sit and walk for extended periods of time.

Read, interpret and apply rules, regulations, policies and procedures.

### **Other / Special Requirements**

#### **Licenses/ Certificates:**

- A valid CA Driver License.
- Possession of PC 832, or ability to obtain PC 832 within six months from employment.

### **PHYSICAL REQUIREMENTS**

This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

### **SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

Class Title: DEPUTY COMMUNITY DEVELOPMENT DIRECTOR  
 Bargaining Unit: ~~DEPARTMENT HEAD~~ MIDDLE MANAGEMENT  
 Class Code: DCDD  
 Salary Grade: ~~DH100~~ MMXXX  
 Salary: \$109,124 - \$147,318 ~~\$122,232.00 - \$165,036.00~~ Annually  
 FLSA: EXEMPT  
 Date Updated:

**JOB SUMMARY**

Under ~~the general~~ direction ~~of the City Manager~~, the Community Deputy Development Director is responsible for the development and administration of programs designed to address community development programs and services. The Director oversees the following divisions: Building and safety, ~~Economic Development/Housing~~, Engineering, and Planning. The Director coordinates the development review process and serves as a key member of the City's management team. ~~The Deputy Director~~ position will also assist in overseeing the building plan check and inspection process and the Planning Commission and serve function as the liaison with the City Manager's office concerning development issues. The Deputy Director will supervise the maintenance of accurate City maps and engineering records. The position plans, directs and coordinates the activities of the City of West Covina Community Development Commission, ~~West Covina Housing Authority, and the Successor Agency of the former West Covina Redevelopment Agency~~; coordinates with other City departments, has significant contact with developers and monitors development projects.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

~~Under general direction of the City Manager and with minimal assistance, incumbents in this position classification must ably perform the following functions:~~

- Coordinates the administrative and business management functions of the Community Development Department, including oversight of the Building and safety, ~~Economic Development/Housing~~, Engineering, and Planning Divisions, the processing and preparation of budgets, including general, special revenue, grants, capital improvement, and internal service funds; revenue, fee rates and schedules, equipment, and personnel functions.
- Plans, organizes ~~directs~~ and manages all activities of the Community Development Department including development/environmental review, planning, building and safety, zoning, engineering, and community preservation ~~and housing/community development~~.
- Coordinates Community Development Department activities with those of other departments as needed.
- Advises the City Manager, City Council, the Planning Commission and other City departments/ divisions on issues pertaining to applicable Community Development issues.
- Serves as the City's representative in development and land use matters.

- Serves as staff representative to the Planning Commission and as a technical advisor to the Successor Agency of the West Covina Redevelopment Agency.
- Represents the City in related issues before a variety of groups, the public and other agencies.
- Develops, recommends, administers, interprets and enforces departmental policies and procedures and assists in the development and administration of the City's community development related policies and regulations.
- Selects and is responsible for the training, supervision, and evaluation of all departmental staff.
- Makes Community Development Department budget recommendations and administers the expenditure of funds.
- Directs and participates in the preparation of a wide variety of surveys, plans, specifications, request for proposals, studies, reports, contracts, agreements, agenda reports, correspondence, resolutions and ordinances in accordance with applicable state and federal laws and local codes and standards.
- Formulates, recommends and implements department goals and develops workload indicators to measure progress towards goal achievement.
- Prepares, coordinates, and administers the City's General Plan.
- Actively recruits and assists businesses with relocation and those who wish to develop in the City.
- Seeks, develops and makes recommendations on alternative sources of funding as appropriate.
- Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendation for change as needed.
- Attends a variety of City Council, Commission, other public meetings and civic functions and represents the City.
- Assists in the preparation of the Community Development Department annual budget and the control of expenditures that relate to division activities and develops appropriate justification for requested changes in personnel, materials and equipment.
- Serves as Acting City Manager as assigned.
- Perform related duties as needed.

## TYPICAL QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level position. A typical way of obtaining the required qualifications is to possess the equivalent of:

### Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.

- Principles and practices of public works program development, management in a municipal setting, and public works long-term maintenance planning and budgeting.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities, of an elected City Council.
- Methods and techniques of developing technical and administrative reports, and business correspondence
- Research methods and techniques.
- Federal, state, and local laws, codes and regulations relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Monitor, supervise, lead and evaluate subordinate staff;.
- Prioritize and assign work and develops a teamwork environment;.
- Develop and implement strategic plans, policies and objectives.
- Using a computer and related software applications;.
- Define problems, collect data, establish facts, and draw valid conclusions;.
- Prepare reports; read, analyze, and interpret technical procedures, and governmental regulations, statutes, and policies;.
- Write reports and correspondence;.
- Manage department operations;.
- Analyze and develop policies and procedures;.
- Apply program practices to complex situations;.
- Mediate and negotiate hostile situations;.
- Demonstrate experience managing customer service staff and identifying and implementing customer service standards to ensure high customer satisfaction;.
- Provide public relations;.
- Develop and edit marketing, fundraising and promotional materials
- Manage projects and programs;.
- Evaluate programs, services and customer service efforts
- Prepare and administer budgets, including setting and attaining revenue targets if applicable;.
- Prepare and give presentations, including presentations at community or inter-agency meetings and presentations at public hearings of the City Council, City Boards and Commissions, and other external audiences;.
- Facilitate meetings;.

- Highly effective communication, interpersonal and collaboration skills;
- Exercise sound judgment and decision making.

## **REQUIRED KNOWLEDGE & ABILITIES**

### **Required Knowledge**

~~Knowledge of principles, methods and practices of economic development; familiarity with the fundamentals of real estate analysis including financial and economic review processes; knowledge of laws and practices affecting City Planning, Engineering, and Building and Safety; and knowledge of the principles of organization, administration, budget and personnel management.~~

### **Required Abilities**

~~Ability to effectively manage and supervise subordinate personnel, develop and maintain positive working relationships, communicate effectively both orally and in writing, facilitate quality customer service, effectively resolve conflicts, anticipate changing circumstances and operational needs, make critical decisions, and provide effective assistance and recommendations to the City Manager.~~

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

~~Must have a~~ bachelor's degree from an accredited college or university with a major in public administration, business administration, urban planning, economics, civil engineering, or related fields is required.

Master's Degree in a related field is desirable.~~Possession of an advanced graduate degree in public or business administration, urban planning, civil engineering, or related fields. Is highly desirable and may substitute for required experience.~~

~~Must have at least eight~~ Five (5) years of experience in community development, including comprising of three (3) ~~three~~ years in a supervisory ~~position or other managerial~~ capacity;.

Supervision over building and safety, engineering, city planning, and ~~economic development/housing projects~~; experience in the implementation and development of major commercial developments; building code, successor agency knowledge, public works knowledge, and/or general plan implementation, also desired.

### **Licenses/and Certifications**

- Must possess a valid Class C driver's license.
- American Institute of Certified Planners (AICP) certification highly desirable.

- License as a Professional Engineer (PE) with the State of California is highly desirable.

### **PHYSICAL REQUIREMENTS**

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

### **SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**RESOLUTION NO. 2023-98**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WEST COVINA, CALIFORNIA, APPROVING THE  
ESTABLISHMENT OF THE DEPUTY COMMUNITY  
DEVELOPMENT DIRECTOR CLASSIFICATION**

**THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS,  
DETERMINES, AND DECLARES AS FOLLOWS:**

**WHEREAS**, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

**WHEREAS**, on October 3, 2023, the City Council approved the reorganization of City departments; and

**WHEREAS**, the Human Resources Department reviewed the job classifications impacted by the reorganization and has proposed to establish the Deputy Community Development Director classification; and

**WHEREAS**, on November 8, 2023, the Human Resources Commission reviewed and approved the class specifications for the Deputy Community Development Director classification, attached hereto as Exhibit A and incorporated herein; and

**WHEREAS**, the City Council desires to approve the establishment of the Deputy Community Development Director classification; and

**WHEREAS**, the City Council also desires to approve the class specifications and salary grade for the Deputy Community Development Director classification.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA,  
CALIFORNIA HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves the establishment of the Deputy Community Development Director classification.

**SECTION 2.** The City Council hereby approves the class specifications for the Deputy Community Development Director classification attached hereto as Exhibit A.

**SECTION 3.** The City Council hereby approves the following salary grade for the Deputy Community Development Director classification:

| CLASSIFICATION                        | MONTHLY PAY RANGE |        |        |        |             |
|---------------------------------------|-------------------|--------|--------|--------|-------------|
|                                       | STEP 1            | STEP 2 | STEP 3 | STEP 4 | STEP 5      |
| Deputy Community Development Director | \$9,093.67        |        |        |        | \$12,276.50 |

**SECTION 4.** The Full-Time Salary Schedule and Schedule of Positions shall be amended to reflect the addition of the Deputy Community Development Director classification as set forth herein.

**SECTION 5.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

**APPROVED AND ADOPTED** this 19th day of December, 2023.

\_\_\_\_\_  
Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

\_\_\_\_\_  
Thomas P. Duarte  
City Attorney

\_\_\_\_\_  
Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-98 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Lisa Sherrick  
Assistant City Clerk



**EXHIBIT A**

**CLASS SPECIFICATIONS  
DEPUTY COMMUNITY DEVELOPMENT DIRECTOR**

**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

**Class Title:** DEPUTY COMMUNITY DEVELOPMENT DIRECTOR  
**Bargaining Unit:** MIDDLE MANAGEMENT  
**Class Code:** DCDD  
**Salary Grade:** MMXXX  
**Salary:** \$109,124 - \$147,318 Annually  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under general direction, the Community Deputy Development Director is responsible for the development and administration of programs designed to address community development programs and services. The Director oversees the following divisions: Building and safety, Engineering, and Planning. The Director coordinates the development review process and serves as a key member of the City's management team. Deputy Director position will also assist in overseeing the building plan check and inspection process and the Planning Commission and serve as the liaison with the City Manager's office concerning development issues. The Deputy Director will supervise the maintenance of accurate City maps and engineering records. The position plans, directs and coordinates the activities of the City of West Covina Community Development Commission,; coordinates with other City departments, has significant contact with developers and monitors development projects.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Coordinates the administrative and business management functions of the Community Development Department, including oversight of the Building and safety, Engineering, and Planning Divisions, the processing and preparation of budgets, including general, special revenue, grants, capital improvement, and internal service funds; revenue, fee rates and schedules, equipment, and personnel functions.
- Plans, organizes and manages all activities of the Community Development Department including development/environmental review, planning, building and safety, zoning, engineering, and community preservation.
- Coordinates Community Development Department activities with those of other departments as needed.
- Advises the City Manager, City Council, the Planning Commission and other City departments/ divisions on issues pertaining to applicable Community Development issues.
- Serves as the City's representative in development and land use matters.
- Serves as staff representative to the Planning Commission and as a technical advisor to the Successor Agency of the West Covina Redevelopment Agency.
- Represents the City in related issues before a variety of groups, the public and other agencies.

- Develops, recommends, administers, interprets and enforces departmental policies and procedures and assists in the development and administration of the City's community development related policies and regulations.
- Selects and is responsible for the training, supervision, and evaluation of all departmental staff.
- Makes Community Development Department budget recommendations and administers the expenditure of funds.
- Directs and participates in the preparation of a wide variety of surveys, plans, specifications, request for proposals, studies, reports, contracts, agreements, agenda reports, correspondence, resolutions and ordinances in accordance with applicable state and federal laws and local codes and standards.
- Formulates, recommends and implements department goals and develops workload indicators to measure progress towards goal achievement.
- Prepares, coordinates, and administers the City's General Plan.
- Actively recruits and assists businesses with relocation and those who wish to develop in the City.
- Seeks, develops and makes recommendations on alternative sources of funding as appropriate.
- Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendation for change as needed.
- Attends a variety of City Council, Commission, other public meetings and civic functions and represents the City.
- Assists in the preparation of the Community Development Department annual budget and the control of expenditures that relate to division activities and develops appropriate justification for requested changes in personnel, materials and equipment.
- Serves as Acting City Manager as assigned.
- Perform related duties as needed.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level position. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### *Knowledge of:*

- Administrate principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- Principles and practices of public works program development, management in a municipal setting, and public works long-term maintenance planning and budgeting.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- General principles of risk management related to the functions of the assigned area.

- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities, of an elected City Council.
- Methods and techniques of developing technical and administrative reports, and business correspondence
- Research methods and techniques.
- Federal, state, and local laws, codes and regulations relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

*Ability to:*

- Monitor, supervise, lead and evaluate subordinate staff.
- Prioritize and assign work and develops a teamwork environment.
- Develop and implement strategic plans, policies and objectives.
- Using a computer and related software applications.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Prepare reports; read, analyze, and interpret technical procedures, and governmental regulations, statutes, and policies.
- Write reports and correspondence.
- Manage department operations.
- Analyze and develop policies and procedures.
- Apply program practices to complex situations.
- Mediate and negotiate hostile situations.
- Demonstrate experience managing customer service staff and identifying and implementing customer service standards to ensure high customer satisfaction.
- Provide public relations.
- Develop and edit marketing, fundraising and promotional materials
- Manage projects and programs.
- Evaluate programs, services and customer service efforts
- Prepare and administer budgets, including setting and attaining revenue targets if applicable.
- Prepare and give presentations, including presentations at community or inter-agency meetings and presentations at public hearings of the City Council, City Boards and Commissions, and other external audiences.
- Facilitate meetings.
- Highly effective communication, interpersonal and collaboration skills.
- Exercise sound judgment and decision making.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

A bachelor's degree from an accredited college or university with a major in public administration, business administration, urban planning, economics, civil engineering, or related field is required.

Master's Degree in a related field is desirable.

Five (5) years of experience in community development, including three (3) years in a supervisory capacity.

Supervision over building and safety, engineering, city planning, and; experience in the implementation and development of major commercial developments; building code, successor agency knowledge, public works knowledge, and/or general plan implementation, also desired.

### **Licenses/Certifications**

- Must possess a valid Class C driver's license.
- American Institute of Certified Planners (AICP) certification highly desirable.
- License as a Professional Engineer (PE) with the State of California is highly desirable.

## **PHYSICAL REQUIREMENTS**

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

## **SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

Class Title: DEPUTY COMMUNITY SERVICES DIRECTOR  
 Bargaining Unit: ~~DEPARTMENT HEAD~~MID MANAGEMENT  
 Class Code: DEP COMM SERV DIR  
 Salary Grade: ~~DH020~~MMXXX  
 Salary: ~~\$118,632.00~~\$98,042.00 - ~~\$132,357.00~~160,152.00 Annually  
 FLSA: EXEMPT  
 Date Updated:

**JOB SUMMARY**

Under ~~the general direction and supervision of the Community Services Director, the Deputy Community Services Director manages the overall~~ general direction, administers a department responsible for planning, organizing, and directing community recreation programs, senior services, community social services, ~~public transportation programs,~~ special community events, ~~the Community Development Block Grant Program, and park plans use,~~ and programs. May act as the Department's Director and performs related duties as required.

**Examples of Duties**

**ESSENTIAL FUNCTIONS:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Oversees or directs the operations of the Cameron Park Community Center, After School Programs, the Cortez Park Community and Senior Center, Palmview Park Community Center, Shadow Oak Community Center, and the West Covina Sportsplex.
- Develops, plans, and implements Department goals and objectives; recommend and administer policies and procedures.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant City Manager and City Manager.
- Administers community related programs, activities and events through subordinate department staff.
- Ensures that services and programs are provided according to related laws, ordinances, rules and regulations.
- Makes presentations to the City Council and public groups regarding program proposals and changes; advises the city council, City personnel and the public on Community Human-Services issues.
- Acts as Secretary to the Community Services and Senior Citizens, Commissions;
- establishes agendas and provides direction at monthly meetings.
- ~~Provides liaison to the Los Angeles County Transportation Commission for Prop A funding.~~
- Selects department employees; reviews and evaluates performance; executes necessary disciplinary action.

- Represents the City and acts as a liaison in discussions and planning of community projects with advisory groups, other public agencies, professional organizations or community groups.
- ~~Directs preparation of departmental budgets; makes budget presentations and justifies submissions.~~
- Develops and implements new or revised programs based upon the changing needs of the community.
- Coordinates the preparation of grant applications and reports.
- Directs, oversees, and participates in the development of the Department's work plan; assigns work activities, projects, and programs; monitor workflow; review and evaluate work products.
- Supervises and participates in the development and administration of the Community Services budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Observes and maintains a safe working environment in compliance with established safety programs and procedures.
- Serves as Acting Director as assigned.

## **TYPICAL QUALIFICATIONS**

### **Required Knowledge and Abilities**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of:

~~Thorough knowledge of the principles, procedures and resources of public, private, and inter-agency human services programs, including funding sources, grant administration; knowledge of public administration principles and practices; knowledge of laws affecting community programs and services; ability to make public presentations, prepare and present reports; direct staff, and manage a wide range of departmental operations.~~ *Knowledge of:*

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- Principles and practices of public works program development, management in a municipal setting, and public works long-term maintenance planning and budgeting.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- General principles of risk management related to the functions of the assigned area.

- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities, of an elected City Council.
- Methods and techniques of developing technical and administrative reports, and business correspondence
- Research methods and techniques.
- Federal, state, and local laws, codes and regulations relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Monitor, supervise, lead and evaluate subordinate staff.
- Prioritize and assign work and develops a teamwork environment.
- Develop and implement strategic plans, policies and objectives.
- Using a computer and related software applications.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Prepare reports; read, analyze, and interpret technical procedures, and governmental regulations, statutes, and policies.
- Write reports and correspondence.
- Manage department operations.
- Analyze and develop policies and procedures.
- Apply program practices to complex situations.
- Mediate and negotiate hostile situations.
- Demonstrate experience managing customer service staff and identifying and implementing customer service standards to ensure high customer satisfaction.
- Provide public relations.
- Develop and edit marketing, fundraising and promotional materials.
- Manage projects and programs.
- Evaluate programs, services and customer service efforts.
- Prepare and administer budgets, including setting and attaining revenue targets if applicable.
- Prepare and give presentations, including presentations at community or inter-agency meetings and presentations at public hearings of the City Council, City Boards and Commissions, and other external audiences.
- Facilitate meetings.
- Highly effective communication, interpersonal and collaboration skills.
- Exercise sound judgment and decision making.

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience:



A bachelor's degree with major coursework in public administration, recreation administration, sociology or related field.

Experience:

~~Five~~ Four (4) years of progressively ~~more~~ responsible experience in human-community services, recreation, or a related field, including two (2) years ~~of which must have been at~~ in a supervisory ~~or management level~~ capacity.

Licenses/Certifications

Possession of a valid California Class C Driver's License with a satisfactory driving record is required. Candidate must also possess the ability to travel to different sites and locations.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, employee regularly performs extensive and repetitive physical activity involving the arms, wrists, and hands, including writing, and using a keyboard. The employee is also regularly required to sit, talk, or hear, both in person and by telephone. The position also requires the occasional need to lift and carry materials and supplies weighing up to 25 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

~~This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.~~

**SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**RESOLUTION NO. 2023-99**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WEST COVINA, CALIFORNIA, APPROVING THE  
ESTABLISHMENT OF THE DEPUTY COMMUNITY  
SERVICES DIRECTOR CLASSIFICATION**

**THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS,  
DETERMINES, AND DECLARES AS FOLLOWS:**

**WHEREAS**, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

**WHEREAS**, on October 3, 2023, the City Council approved the reorganization of City departments; and

**WHEREAS**, the Human Resources Department reviewed the job classifications impacted by the reorganization and has proposed to establish the Deputy Community Services Director classification; and

**WHEREAS**, on November 8, 2023, the Human Resources Commission reviewed and approved the class specifications for the Deputy Community Services Director classification, attached hereto as Exhibit A and incorporated herein; and

**WHEREAS**, the City Council desires to approve the establishment of the Deputy Community Services Director classification; and

**WHEREAS**, the City Council also desires to approve the class specifications and salary grade for the Deputy Community Services Director classification.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA,  
CALIFORNIA HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves the establishment of the Deputy Community Services Director classification.

**SECTION 2.** The City Council hereby approves the class specifications for the Deputy Community Services Director classification attached hereto as Exhibit A.

**SECTION 3.** The City Council hereby approves the following salary grade for the Deputy Community Services Director classification:

| CLASSIFICATION                     | MONTHLY PAY RANGE |        |        |        |             |
|------------------------------------|-------------------|--------|--------|--------|-------------|
|                                    | STEP 1            | STEP 2 | STEP 3 | STEP 4 | STEP 5      |
| Deputy Community Services Director | \$8,170.17        |        |        |        | \$11,029.75 |

**SECTION 4.** The Full-Time Salary Schedule and Schedule of Positions shall be amended to reflect the addition of the Deputy Community Services Director classification as set forth herein.

**SECTION 5.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

**APPROVED AND ADOPTED** this 19th day of December, 2023.

\_\_\_\_\_  
Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

\_\_\_\_\_  
Thomas P. Duarte  
City Attorney

\_\_\_\_\_  
Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-99 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Lisa Sherrick  
Assistant City Clerk

**EXHIBIT A**

**CLASS SPECIFICATIONS  
DEPUTY COMMUNITY SERVICES DIRECTOR**

**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

**Class Title:** DEPUTY COMMUNITY SERVICES DIRECTOR  
**Bargaining Unit:** MID MANAGEMENT  
**Class Code:** DEP COMM SERV DIR  
**Salary Grade:** MMXXX  
**Salary:** \$98,042.00 - \$132,357.00 Annually  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under general direction and supervision, the Deputy Community Services Director manages the overall general direction, administers a department responsible for planning, organizing, and directing community recreation programs, senior services, community social services, special community events, park use, and programs. May act as the Department's Director and performs related duties as required.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Oversees or directs the operations of the Cameron Park Community Center, After School Programs, the Cortez Park Community and Senior Center, Palmview Park Community Center, Shadow Oak Community Center, and the West Covina Sportsplex.
- Develops, plans, and implements Department goals and objectives; recommend and administer policies and procedures.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant City Manager and City Manager,
- Administers community related programs, activities and events through subordinate department staff.
- Ensures that services and programs are provided according to related laws, ordinances, rules and regulations.
- Makes presentations to the City Council and public groups regarding program proposals and changes; advises the city council, City personnel and the public on Community Services issues.
- Acts as Secretary to the Community Services and Senior Citizens, Commissions; establishes agendas and provides direction at monthly meetings.
- Selects department employees; reviews and evaluates performance; executes necessary disciplinary action.
- Represents the City and acts as a liaison in discussions and planning of community projects with advisory groups, other public agencies, professional organizations or community groups.
- Develops and implements new or revised programs based upon the changing needs of the community.
- Coordinates the preparation of grant applications and reports.

- Directs, oversees, and participates in the development of the Department's work plan; assigns work activities, projects, and programs; monitor workflow; review and evaluate work products,
- Supervises and participates in the development and administration of the Community Services budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Observes and maintains a safe working environment in compliance with established safety programs and procedures.
- Serves as Acting Director as assigned.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### *Knowledge of:*

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- Principles and practices of public works program development, management in a municipal setting, and public works long-term maintenance planning and budgeting.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities, of an elected City Council.
- Methods and techniques of developing technical and administrative reports, and business correspondence
- Research methods and techniques.
- Federal, state, and local laws, codes and regulations relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

*Ability to:*

- Monitor, supervise, lead and evaluate subordinate staff.
- Prioritize and assign work and develops a teamwork environment.
- Develop and implement strategic plans, policies and objectives.
- Using a computer and related software applications.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Prepare reports; read, analyze, and interpret technical procedures, and governmental regulations, statutes, and policies.
- Write reports and correspondence.
- Manage department operations.
- Analyze and develop policies and procedures.
- Apply program practices to complex situations.
- Mediate and negotiate hostile situations.
- Demonstrate experience managing customer service staff and identifying and implementing customer service standards to ensure high customer satisfaction.
- Provide public relations.
- Develop and edit marketing, fundraising and promotional materials.
- Manage projects and programs.
- Evaluate programs, services and customer service efforts.
- Prepare and administer budgets, including setting and attaining revenue targets if applicable.
- Prepare and give presentations, including presentations at community or inter-agency meetings and presentations at public hearings of the City Council, City Boards and Commissions, and other external audiences.
- Facilitate meetings.
- Highly effective communication, interpersonal and collaboration skills.
- Exercise sound judgment and decision making.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

A bachelor's degree with major coursework in public administration, recreation administration, sociology or related field.

### **Experience:**

Four (4) years of progressively responsible experience in community services, recreation, or a related field, including two (2) years in a supervisory capacity.

### **Licenses/Certifications**

Possession of a valid California Class C Driver's License with a satisfactory driving record is required. Candidate must also possess the ability to travel to different sites and locations.

## **PHYSICAL EQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, employee regularly performs extensive and repetitive physical activity involving the arms, wrists, and hands, including writing, and using a keyboard. The employee is also regularly required to sit, talk, or hear, both in person and by telephone. The position also requires the occasional need to lift and carry materials and supplies weighing up to 25 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

**SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

**Class Title:** DEPUTY DIRECTOR OF PUBLIC ~~SERVICES~~WORKS  
**Bargaining Unit:** MIDDLE MANAGEMENT  
**Class Code:** Dep Dir Public ~~Sves~~Wrks  
**Salary Grade:** MM303  
**Salary:** \$124,440.00 - \$152,772.00 Annually  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under ~~the general direction and supervision of the Public Works Director, the Deputy Director of Public Works~~ manages the overall operation of ~~the Department of Public Works~~ programs including but not limited to, projects for municipal services, facility and park maintenance, field services, facilities, fleet management, and assumes additional responsibilities as assigned. ~~general administrative direction, plans and supervises the work of the Public Services Department in the design, construction, and inspection of public works, and the maintenance of accurate City maps; oversees the management activities in the City's parks, public works and;~~ The dDeputy dDirector may act as the ~~Public Services~~ Director and performs related duties as required.

**Examples of Duties**

~~The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.~~

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- ~~Plans, organizes, directs, and coordinates the various, engineering functions, field services, and departmental operations of the public services department, including grounds management, athletic facilities, parks, parkways, and maintenance districts.~~
- Develops, implements and monitors long-term plans, goals and objectives focused on achieving maintenance.
- Develops and submits appropriate application and documentation necessary to secure funding sources. Maintains appropriate records for compliance with these funding sources.
- Reviews work in progress, specifications, estimates, and contract documents for street, sewer, storm drain, bridge, and other projects.
- Provides direction for ~~the Community Services and Maintenance~~department staff divisions; approves a variety of policy and procedure changes and revisions; participates in special projects of department; reviews actions and effectiveness of the respective divisions.
- Directs the preparation and maintenance of records, field notes, reports, maps, plots, deeds, benchmarks, monuments, and similar information and records.

- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.  
~~Prepares and administers the annual budget for the Public Services Department.~~
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordination of engineering, public works, utilities, streets, and related matters; provides information regarding these matters.
- Performs site inspections during construction to ensure methods and materials are in compliance with regulations for system safety or design.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Manages the inspection of development projects and City capital and maintenance projects to ensure compliance with codes, ordinances, approved plans, specifications, and conditions.
- Assist with the management of Public Works contracts; assists Director with negotiation and administration of contracts.
- Assists with overseeing the Landscaping Maintenance Districts as well as the Citywide Assessment Districts.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of change.
- Prepares, reviews, and presents staff reports, various management and information updates, as well as reports on special projects as assigned by the Public Works Director and/or City Manager.
- Responds to and resolves difficult situations and sensitive citizen inquires and complaints.
- Assists with development of specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects, recommends contract awards, negotiates contract provisions and coordinates, reviews, inspects and monitors and approves contractor's performance.
- Reviews and advises for completeness and accuracy on developments plans, permits for work in City rights-of-way, project construction plans and specifications.
- Manages the application process for acquiring and administering County, State and Federal Grants.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant City Manager and City Manager
- Selects department employees; trains, reviews and evaluates performance; executes necessary disciplinary action.
- Makes presentations to the City Council and public groups; advises the city council, City personnel and the public on public works issues.
- Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

- Observes and maintains a safe working environment in compliance with established safety programs and procedures.
- Serves as Acting Director as Assigned.
- Performs related duties as assigned.
- ~~Establishes and administers programs for the continued development of the staff.~~

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level finance position. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### Knowledge of:

- Operations, services, and activities of a comprehensive recreation, parks/open space, and facilities maintenance program.
- General knowledge of the field of traffic and sanitary engineering on the municipal level.
- Philosophy, principles, and techniques of providing and assessing the recreational, parks, and facility needs of a community.
- Practices and methods of parks, facilities maintenance.
- Occupational hazards and standard safety practices.
- Skills in resource development to garner grants, legislative appropriations, donations, sponsorships, and in-kind services for programs.
- Principles and practices of public administration, including long-range planning, budgeting, purchasing, and maintaining public records.
- Applicable federal, state, and local laws, regulations, and standards.
- Standard office equipment, including personal computers and computerized applications and programs including Microsoft office suite.
- Research methods and report preparation and presentation.
- Business arithmetic.
- Principles and practices of sound business communication; correct English usage, including spelling and grammar.
- The principles of administration, budgeting, supervision, personnel, and training.
- Municipal organization operation and applicable state and federal laws.

#### Ability to:

- Plan and coordinate the work of engineering and technical personnel engaged in office and field work.
- Prepare, review, and approve comprehensive reports, plans, and estimates in a professional manner.
- Maintain effective working relationships with administrative personnel, public officials, contractors, and members of the public.
- Prepare contract documents and supervise and coordinate the administration of such contracts.
- Prepare and operate in accordance with an approved budget.
- Develop and administer effective department and program goals, objectives, policies, and methods for evaluating achievement and performance levels.

- Organize, set priorities, and exercise expert independent judgment within areas of responsibility.
- Develop and implement appropriate procedures and controls.
- Communicate effectively, both orally and in writing.
- Present proposals and recommendations clearly, logically, and persuasively.
- Operate a computer and standard business software.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Make accurate mathematical calculations.
- Understand and follow written and oral instructions.
- Operate a computer and standard business software and other standard office equipment.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

1.—

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience

~~Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience as demonstrated by past and current employment.~~

A Bachelor's degree from an accredited college or university with a major in in civil engineering, public administration, or related field ~~and~~

~~S~~Six (6) years of increasingly responsible professional civil engineering experience, municipal public works maintenance, or related field, including at least t  
~~Two (2) years in a supervisory or administrative capacity.~~

A Master's Degree in a civil engineering, public administration or related fields is desirable.

### Licenses/ Certificates/ Special Requirements

A valid California Class C Driver's License with a satisfactory driving record is required.

License as a civil engineer in the State of California Board of Registration for Professional Engineers and Professional Land Surveyors is desirable.

### ~~Knowledge of:~~

1.— ~~Municipal public works administration.~~

- ~~2. Grounds management, engineering, planning, design, construction, inspection, and maintenance.~~
- ~~3. The principles and practices of civil engineering.~~
- ~~4. General knowledge of the field of traffic and sanitary engineering on the municipal level.~~
- ~~5. The principles of administration, budgeting, supervision, personnel, and training.~~

~~Municipal organization operation and applicable state and federal laws.~~

***Ability to:***

- ~~1. Prepare, review, and approve comprehensive reports, plans, and estimates in a professional manner.~~
- ~~2. Maintain effective working relationships with administrative personnel, public officials, contractors, and members of the public; prepare contract documents and supervise and coordinate the administration of such contracts.~~
- ~~3. Prepare and operate in accordance with an approved budget.~~

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, employee regularly performs extensive and repetitive physical activity involving the arms, wrists, and hands, including writing, and using a keyboard. The employee is also regularly required to sit, talk, or hear, both in person and by telephone. The position also requires the occasional need to lift and carry materials and supplies weighing up to 25 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

**SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**RESOLUTION NO. 2023-100**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE DEPUTY DIRECTOR OF PUBLIC SERVICES CLASSIFICATION AND THE ESTABLISHMENT OF THE DEPUTY PUBLIC WORKS DIRECTOR CLASSIFICATION**

**THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:**

**WHEREAS**, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

**WHEREAS**, on October 3, 2023, the City Council approved the reorganization of City departments; and

**WHEREAS**, the Human Resources Department reviewed the job classifications impacted by the reorganization and has proposed to remove the Deputy Director of Public Services classification and establish the Deputy Public Works Director classification; and

**WHEREAS**, on November 8, 2023, the Human Resources Commission reviewed and approved the class specifications for the Deputy Public Works Director classification, attached hereto as Exhibit A and incorporated herein; and

**WHEREAS**, the City Council desires to approve the removal of the Deputy Director of Public Services classification and the establishment of the Deputy Public Works Director classification; and

**WHEREAS**, the City Council also desires to approve the class specifications and salary grade for the Deputy Public Works Director classification.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves the removal of the Deputy Director of Public Services classification and the establishment of the Deputy Public Works Director classification.

**SECTION 2.** The City Council hereby approves the specifications for the Deputy Public Works Director classification attached hereto as Exhibit A.

**SECTION 3.** The City Council hereby approves the following salary grade for the Deputy Public Works Director classification:

| CLASSIFICATION               | MONTHLY PAY RANGE |        |        |        |             |
|------------------------------|-------------------|--------|--------|--------|-------------|
|                              | STEP 1            | STEP 2 | STEP 3 | STEP 4 | STEP 5      |
| Deputy Public Works Director | \$10,370.00       |        |        |        | \$12,731.00 |

**SECTION 4.** The Full-Time Salary Schedule and Schedule of Positions shall be amended to reflect the removal of the Deputy Director of Public Services classification and the addition of the Deputy Public Works Director classification as set forth herein.

**SECTION 5.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

**APPROVED AND ADOPTED** this 19th day of December, 2023.

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Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

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Thomas P. Duarte  
City Attorney

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Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-100 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Lisa Sherrick  
Assistant City Clerk



**EXHIBIT A**

**CLASS SPECIFICATIONS  
DEPUTY PUBLIC WORKS DIRECTOR**

**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

**Class Title:** DEPUTY DIRECTOR OF PUBLIC WORKS  
**Bargaining Unit:** MIDDLE MANAGEMENT  
**Class Code:** Dep Dir Public Wrks  
**Salary Grade:** MM303  
**Salary:** \$124,440.00 - \$152,772.00 Annually  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under general direction and supervision, the Deputy Director manages the overall operation of programs including but not limited to, projects for municipal services, facility and park maintenance, field services, facilities, fleet management, and assumes additional responsibilities as assigned. The Deputy Director may act as the Director and performs related duties as required.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Develops, implements and monitors long-term plans, goals and objectives focused on achieving maintenance.
- Develops and submits appropriate application and documentation necessary to secure funding sources. Maintains appropriate records for compliance with these funding sources.
- Reviews work in progress, specifications, estimates, and contract documents for street, sewer, storm drain, bridge, and other projects.
- Provides direction for department staff; approves a variety of policy and procedure changes and revisions; participates in special projects of department; reviews actions and effectiveness of the respective divisions.
- Directs the preparation and maintenance of records, field notes, reports, maps, plots, deeds, benchmarks, monuments, and similar information and records.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordination of engineering, public works, utilities, streets, and related matters; provides information regarding these matters.
- Performs site inspections during construction to ensure methods and materials are in compliance with regulations for system safety or design.

- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Manages the inspection of development projects and City capital and maintenance projects to ensure compliance with codes, ordinances, approved plans, specifications, and conditions.
- Assist with the management of Public Works contracts; assists Director with negotiation and administration of contracts.
- Assists with overseeing the Landscaping Maintenance Districts as well as the Citywide Assessment Districts.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of change.
- Prepares, reviews, and presents staff reports, various management and information updates, as well as reports on special projects as assigned by the Public Works Director and/or City Manager.
- Responds to and resolves difficult situations and sensitive citizen inquiries and complaints.
- Assists with development of specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects, recommends contract awards, negotiates contract provisions and coordinates, reviews, inspects and monitors and approves contractor's performance.
- Reviews and advises for completeness and accuracy on developments plans, permits for work in City rights-of-way, project construction plans and specifications.
- Manages the application process for acquiring and administering County, State and Federal Grants.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant City Manager and City Manager
- Selects department employees; trains, reviews and evaluates performance; executes necessary disciplinary action.
- Makes presentations to the City Council and public groups; advises the city council, City personnel and the public on public works issues.
- Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Observes and maintains a safe working environment in compliance with established safety programs and procedures.
- Serves as Acting Director as Assigned.
- Performs related duties as assigned.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level finance position. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### *Knowledge of:*

- Operations, services, and activities of a comprehensive recreation, parks/open space, and facilities maintenance program.

- General knowledge of the field of traffic and sanitary engineering on the municipal level.
- Philosophy, principles, and techniques of providing and assessing the recreational, parks, and facility needs of a community.
- Practices and methods of parks, facilities maintenance.
- Occupational hazards and standard safety practices.
- Skills in resource development to garner grants, legislative appropriations, donations, sponsorships, and in-kind services for programs.
- Principles and practices of public administration, including long-range planning, budgeting, purchasing, and maintaining public records.
- Applicable federal, state, and local laws, regulations, and standards.
- Standard office equipment, including personal computers and computerized applications and programs including Microsoft office suite.
- Research methods and report preparation and presentation.
- Business arithmetic.
- Principles and practices of sound business communication; correct English usage, including spelling and grammar.
- The principles of administration, budgeting, supervision, personnel, and training.
- Municipal organization operation and applicable state and federal laws.

*Ability to:*

- Plan and coordinate the work of engineering and technical personnel engaged in office and field work.
- Prepare, review, and approve comprehensive reports, plans, and estimates in a professional manner.
- Maintain effective working relationships with administrative personnel, public officials, contractors, and members of the public.
- Prepare contract documents and supervise and coordinate the administration of such contracts.
- Prepare and operate in accordance with an approved budget.
- Develop and administer effective department and program goals, objectives, policies, and methods for evaluating achievement and performance levels.
- Organize, set priorities, and exercise expert independent judgment within areas of responsibility.
- Develop and implement appropriate procedures and controls.
- Communicate effectively, both orally and in writing.
- Present proposals and recommendations clearly, logically, and persuasively.
- Operate a computer and standard business software.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Make accurate mathematical calculations.
- Understand and follow written and oral instructions.
- Operate a computer and standard business software and other standard office equipment.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

A Bachelor's degree from an accredited college or university with a major in in civil engineering, public administration, or related field.

Six (6) years of increasingly responsible professional civil engineering experience, municipal public works maintenance, or related field, including at least two (2) years in a supervisory capacity.

A Master's Degree in a related fields is desirable.

### **Licenses/ Certificates/ Special Requirements**

A valid California Class C Driver's License with a satisfactory driving record is required.

License as a civil engineer in the State of California Board of Registration for Professional Engineers and Professional Land Surveyors is desirable.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, employee regularly performs extensive and repetitive physical activity involving the arms, wrists, and hands, including writing, and using a keyboard. The employee is also regularly required to sit, talk, or hear, both in person and by telephone. The position also requires the occasional need to lift and carry materials and supplies weighing up to 25 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

## **SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

**Class Title:** PUBLIC WORKS SUPERINTENDENT  
**Bargaining Unit:** MIDDLE MANAGEMENT  
**Class Code:** PW SUP  
**Salary Grade:** MM302  
**Salary:** \$104,400.00 - \$140,928.00 Annually  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under administrative direction, coordinates and supervises day-to-day maintenance of the City's facilities (Community Centers, City Hall, City Yard, Parks, Maintenance Districts, etc.); Maintenance Division of Public Services (Streets, Sewers, Graffiti, Fleet, etc.); directs assigned staff through subordinate supervisors; and performs related work as required.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Manages, through subordinate supervisors, operations and maintenance of City's parks, streets, sewers, vehicles, warehouse and infrastructure related projects.
- Makes policy and procedures, recommends change ensuring efficient and effective operations to the Director/Deputy Director.
- Assists Director/Deputy Director with preparation, execution, and evaluation of contract agreements.
- Oversees and participates in the development of the department workplan; develops and implements departmental goals, objectives, work plans, reports, policies and procedures; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; monitors work flow and conducts organizational and operational reviews and makes modifications, as needed.
- Prepares budgets for the areas of responsibility; assists in budget implementation; participates in forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Plans, organizes and schedules activities related to maintenance; establishes work priorities involving maintenance, repair, and purchases/replacements; plans and schedules maintenance/repair activities; develops programs for routine and preventive maintenance of all assets.
- Handles the more complex employee problems including disciplinary, complaints and grievances.
- Supervises a subordinate management and supervisory staff; assigns special projects.
- Interfaces with outside public and private agencies to facilitate projects and gain support for activities.
- Serves as a resource in the meet and confer process with represented department employees.
- Prepares RFPs, coordinates selection of proposal, prepares reports for City Council approval, and monitors consultant contracts.

- Meets with contractors, business people, homeowners, and others concerned with specific projects to discuss and address problems and complaints.
- May assist with planning and implementation of special events as it relates to maintenance.
- Reviews, analyzes and coordinates related activities with other City functions and outside agencies; consults with relevant parties and prepares reports; meets and negotiates with contractors, property owners and general public to resolve maintenance issues and create understanding of policies and procedures.
- Represents the City, as assigned, in relations with community, committees, local, state and Federal agencies, and other agencies.
- Attends various meetings that relate to activities, priorities, and operating problems of the Department.
- Assists in the preparation of the annual budget and the control of expenditures that relate to Maintenance activities and develops appropriate justification for requested changes in personnel, materials and equipment.
- Serves as Acting Director as assigned.
- Perform related duties as needed.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level finance position. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### *Knowledge of:*

- Knowledge of street, park, and related public maintenance and construction projects.
- Methods, practices, and techniques related to street, sewer, storm drain, and park construction and maintenance.
- Working knowledge of plans and specifications; the principles of supervision, training, budgeting, and project recordkeeping.
- Ability to plan and coordinate the work of personnel engaged in office and field work.
- To prepare, review, and/or approve comprehensive reports, plans, contract documents, and estimates.
- To plan and schedule an overall preventative maintenance program.
- To establish and maintain cooperative working relationships.
- To communicate effectively verbally and in writing.

#### *Ability to:*

- Effectively manage and supervise subordinate personnel.
- Develop and maintain positive working relationships.
- Communicate effectively both orally and in writing.
- Facilitate quality customer service.
- Effectively resolve conflicts.
- Anticipate changing circumstances and operational needs.
- Make critical decisions.
- Provide effective assistance and recommendations to the Department Head.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

High School Diploma or GED; supplemented by (7) years progressively responsible experience in maintenance and operations of City facilities, to include four (4) years within a lead capacity; or an equivalent combination of education, training, and experience.

Or

bachelor's degree in public or business administration, engineering, or related field with three (3) years progressively responsible experience in maintenance and operations of city facilities; or an equivalent combination of education, training, and experience.

### **Licenses and Certifications**

- Must possess a valid Class C driver's license.

## **PHYSICAL REQUIREMENTS**

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

## **SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



**RESOLUTION NO. 2023-101**

**RESOLUTION NO. 2023-101 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE PUBLIC SERVICES SUPERINTENDENT CLASSIFICATION AND THE ESTABLISHMENT OF THE PUBLIC WORKS SUPERINTENDENT CLASSIFICATION**

**THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:**

**WHEREAS**, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

**WHEREAS**, on October 3, 2023, the City Council approved the reorganization of City departments; and

**WHEREAS**, the Human Resources Department reviewed the job classifications impacted by the reorganization and proposed to remove the Public Services Superintendent classification and establish the Public Works Superintendent classification; and

**WHEREAS**, on November 8, 2023, the Human Resources Commission reviewed and approved the class specifications for the Maintenance Superintendent classification, attached hereto as Exhibit A and incorporated herein; and

**WHEREAS**, at the time the specifications were presented to the Human Resources Commission, the class title was Maintenance Superintendent; and

**WHEREAS**, based upon subsequent discussions with the Middle Management Unit, the City and the Unit agreed that the class title would be Public Works Superintendent instead of Maintenance Superintendent; and

**WHEREAS**, all specifications for the classification are as presented to the Human Resources Commission; and

**WHEREAS**, the City Council desires to approve the removal of the Public Services Superintendent classification and the establishment of the Public Works Superintendent classification; and

**WHEREAS**, the City Council also desires to approve the class specifications and salary grade for the Public Works Superintendent classification.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves the removal of the Public Services Superintendent classification and the establishment of the Public Works Superintendent classification.

**SECTION 2.** The City Council hereby approves the specifications for the Public Works Superintendent classification attached hereto as Exhibit A.

**SECTION 3.** The City Council hereby approves the following salary grade for the Public Works Superintendent classification:

| CLASSIFICATION              | MONTHLY PAY RANGE |        |        |        |             |
|-----------------------------|-------------------|--------|--------|--------|-------------|
|                             | STEP 1            | STEP 2 | STEP 3 | STEP 4 | STEP 5      |
| Public Works Superintendent | \$8,700.00        |        |        |        | \$11,744.00 |

**SECTION 4.** The Full-Time Salary Schedule and Schedule of Positions shall be amended to reflect the removal of the Public Services Superintendent classification and the addition of the Public Works Superintendent classification as set forth herein.

**SECTION 5.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

**APPROVED AND ADOPTED** this 19th day of December, 2023.

\_\_\_\_\_  
Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

\_\_\_\_\_  
Thomas P. Duarte  
City Attorney

\_\_\_\_\_  
Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-101 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Lisa Sherrick  
Assistant City Clerk

**EXHIBIT A**

**CLASS SPECIFICATIONS  
PUBLIC WORKS SUPERINTENDENT**

**CITY OF WEST COVINA  
CLASSIFICATION SPECIFICATION**

**Class Title:** PUBLIC WORKS SUPERINTENDENT  
**Bargaining Unit:** MIDDLE MANAGEMENT  
**Class Code:** PW SUP  
**Salary Grade:** MM302  
**Salary:** \$104,400.00 - \$140,928.00 Annually  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under administrative direction, coordinates and supervises day-to-day maintenance of the City's facilities (Community Centers, City Hall, City Yard, Parks, Maintenance Districts, etc.); Maintenance Division of Public Services (Streets, Sewers, Graffiti, Fleet, etc.); directs assigned staff through subordinate supervisors; and performs related work as required.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Manages, through subordinate supervisors, operations and maintenance of City's parks, streets, sewers, vehicles, warehouse and infrastructure related projects.
- Makes policy and procedures, recommends change ensuring efficient and effective operations to the Director/Deputy Director.
- Assists Director/Deputy Director with preparation, execution, and evaluation of contract agreements.
- Oversees and participates in the development of the department workplan; develops and implements departmental goals, objectives, work plans, reports, policies and procedures; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; monitors work flow and conducts organizational and operational reviews and makes modifications, as needed.
- Prepares budgets for the areas of responsibility; assists in budget implementation; participates in forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Plans, organizes and schedules activities related to maintenance; establishes work priorities involving maintenance, repair, and purchases/replacements; plans and schedules maintenance/repair activities; develops programs for routine and preventive maintenance of all assets.
- Handles the more complex employee problems including disciplinary, complaints and grievances.
- Supervises a subordinate management and supervisory staff; assigns special projects.
- Interfaces with outside public and private agencies to facilitate projects and gain support for activities.
- Serves as a resource in the meet and confer process with represented department employees.
- Prepares RFPs, coordinates selection of proposal, prepares reports for City Council approval, and monitors consultant contracts.

- Meets with contractors, business people, homeowners, and others concerned with specific projects to discuss and address problems and complaints.
- May assist with planning and implementation of special events as it relates to maintenance.
- Reviews, analyzes and coordinates related activities with other City functions and outside agencies; consults with relevant parties and prepares reports; meets and negotiates with contractors, property owners and general public to resolve maintenance issues and create understanding of policies and procedures.
- Represents the City, as assigned, in relations with community, committees, local, state and Federal agencies, and other agencies.
- Attends various meetings that relate to activities, priorities, and operating problems of the Department.
- Assists in the preparation of the annual budget and the control of expenditures that relate to Maintenance activities and develops appropriate justification for requested changes in personnel, materials and equipment.
- Serves as Acting Director as assigned.
- Perform related duties as needed.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level finance position. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### *Knowledge of:*

- Knowledge of street, park, and related public maintenance and construction projects.
- Methods, practices, and techniques related to street, sewer, storm drain, and park construction and maintenance.
- Working knowledge of plans and specifications; the principles of supervision, training, budgeting, and project recordkeeping.
- Ability to plan and coordinate the work of personnel engaged in office and field work.
- To prepare, review, and/or approve comprehensive reports, plans, contract documents, and estimates.
- To plan and schedule an overall preventative maintenance program.
- To establish and maintain cooperative working relationships.
- To communicate effectively verbally and in writing.

#### *Ability to:*

- Effectively manage and supervise subordinate personnel.
- Develop and maintain positive working relationships.
- Communicate effectively both orally and in writing.
- Facilitate quality customer service.
- Effectively resolve conflicts.
- Anticipate changing circumstances and operational needs.
- Make critical decisions.
- Provide effective assistance and recommendations to the Department Head.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

High School Diploma or GED; supplemented by (7) years progressively responsible experience in maintenance and operations of City facilities, to include four (4) years within a lead capacity; or an equivalent combination of education, training, and experience.

Or

bachelor's degree in public or business administration, engineering, or related field with three (3) years progressively responsible experience in maintenance and operations of city facilities; or an equivalent combination of education, training, and experience.

### **Licenses and Certifications**

- Must possess a valid Class C driver's license.

## **PHYSICAL REQUIREMENTS**

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

## **SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**RESOLUTION NO. 2023-102**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WEST COVINA, CALIFORNIA, APPROVING THE  
ESTABLISHMENT OF THE PROJECT MANAGER  
CLASSIFICATION**

**THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS,  
DETERMINES, AND DECLARES AS FOLLOWS:**

**WHEREAS**, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

**WHEREAS**, on October 3, 2023, the City Council approved the reorganization of City departments; and

**WHEREAS**, the Human Resources Department reviewed the job classifications impacted by the reorganization and has proposed to establish the Project Manager classification; and

**WHEREAS**, on November 8, 2023, the Human Resources Commission reviewed and approved the class specifications for the Project Manager classification, attached hereto as Exhibit A and incorporated herein; and

**WHEREAS**, the City Council desires to approve the establishment of the Project Manager classification; and

**WHEREAS**, the City Council also desires to approve the class specifications and salary grade for the Project Manager classification.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA,  
CALIFORNIA HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves the establishment of the Project Manager classification.

**SECTION 2.** The City Council hereby approves the class specifications for the Project Manager classification attached hereto as Exhibit A.

**SECTION 3.** The City Council hereby approves the following salary grade for the Project Manager classification:



| CLASSIFICATION  | MONTHLY PAY RANGE |        |        |        |             |
|-----------------|-------------------|--------|--------|--------|-------------|
|                 | STEP 1            | STEP 2 | STEP 3 | STEP 4 | STEP 5      |
| Project Manager | \$8,960.00        |        |        |        | \$10,890.92 |

**SECTION 4.** The Full-Time Salary Schedule and Schedule of Positions shall be amended to reflect the addition of the Project Manager classification as set forth herein.

**SECTION 5.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

**APPROVED AND ADOPTED** this 19th day of December, 2023.

\_\_\_\_\_  
Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

\_\_\_\_\_  
Thomas P. Duarte  
City Attorney

\_\_\_\_\_  
Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-102 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Lisa Sherrick  
Assistant City Clerk

**EXHIBIT A**

**CLASS SPECIFICATIONS  
PROJECT MANAGER**

**PROPOSED**  
**CITY OF WEST COVINA**  
**CLASSIFICATION SPECIFICATION**

**Class Title:** PROJECT MANAGER  
**Bargaining Unit:** MID MANAGMENT  
**Class Code:** PROJ MGR  
**Salary Grade:** MMXXX  
**Salary:** \$107,520.00 - \$130,691.00 Annually  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under general direction, the Project Manager performs the more complex, advanced, and senior level coordination, maintenance, management, and oversight of the engineering review and inspection process for assigned projects. The purpose of the position is to monitor the progress and assist in the execution of public works capital projects including planning, scheduling, coordinating, tracking, and administration; administer project from inception to completion including design, review, public input and meetings, bidding, contract management and project completion; NPDES II compliance coordinator and administration of the capital improvement plan (CIP).

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

**Contract and CIP Administration**

- Oversee the services of professional consultants and contractors; determine project scope; prepare request for proposal and project scope of work; review, evaluate and recommend consultant; negotiate contracts; monitor consultant services to ensure compliance with professional engineering standards, mandated rules and regulations, contractual obligations, and approved budgets.
- Manage public bid process and contract signing procedures; prepare bid tabulations and conduct pre-construction meetings, as necessary.
- This position will manage contracts that originate in both the Engineering and Public Works Departments.

**Project Administration/Management**

- Set up and update project schedule charts. Monitor and coordinate activities of contractors, consultants, committees, community organizations and users to keep project on planned schedule. Use project management scheduling software on larger projects.

- Manage the development of plans, schedules, and consultants for the timely coordination with outside parties ensuring project milestones are met and projects are delivered on time.
- Manage and track the close-out phase of construction contracts and the documentation required for final project approval.
- Provide information to the public regarding construction projects; respond to questions and resolve complaints; prepare project notification correspondence to residents, businesses, and organizations impacted by projects.
- Coordinate project development and implementation activities with City staff, local and regional government public agencies, e.g., WSDOT, and private business organizations with a mutual or cooperative interest in assigned projects; prepare correspondence to present the City's capital improvement program objectives.
- Review engineering and architectural design and construction plans, drawings, specifications, contract documents, cost estimates and related documents prepared by consulting engineers, architects, and contractors for compliance with professional and City standards and practices, coordinate reviews with other departments and agencies.
- Grant application submittals and processing.

#### Financial Coordination

- Monitor and track local, state, and federal grants and loans for capital improvement projects for compliance purposes; work with granting agencies to prepare project agreements and submit timely reimbursement requests.
- Ensure proper documentation of compliance with funding requirements, including environmental, prevailing wage, material testing and approval, ad, and award procedures, right of way acquisition, and eligible project costs.

#### Environmental Programs Management

- Ensures that the City is complying with the Department of Ecology NPDES permit; implementation of the City's NPDES Phase II Municipal Stormwater Permit and associated record keeping.
- Develop and maintain plans, policies, and procedures for storm water activities regarding regulatory agencies and changes in technology, including detention standards, water quality requirements, construction materials and design modifications.
- Coordinate spill response, spill investigation, spill clean-up and any enforcement actions with public works personnel as necessary; develop and implement an Illicit Discharge program.
- Plan and organize water quality activities of the Storm Water Program; assist the Public Works staff in the operation and maintenance of the City's storm water conveyance system; assist with private development design review, perform site inspections, and implement water quality programs related to public and private ponds, storm water storage facilities and right-of-way systems.

- Develop specifications for contracted services; coordinate service contracts for design, construction, and maintenance of surface water facilities; assure compliance with cost and timelines and appropriate federal, state, and local laws, codes, and regulations.
- Respond to citizen's questions and complaints about storm water programs/utility.
- Assist in developing and monitoring surface water utility budget, assure proper resources are available to fund capital improvement projects, maintenance, inspection, water quality and contracted services.
- Identify necessary storm water improvements and assist in the development of projects to correct identified deficiencies and the development of the 6-year CIP.
- Other duties as assigned.
- Represents the City and/or serves on Boards, Committees, as assigned by the Director and/or City Manager.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level finance position. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### *Knowledge of:*

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration and purchasing policy.
- Principles and practices of contract management.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Research methods and techniques.
- Federal, state, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Municipal public works administration.
- Engineering, planning, design, construction, inspection, and maintenance.
- The principles and practices of civil engineering.

- General knowledge of the field of traffic and sanitary engineering on the municipal level.

*Ability to:*

- Implement strategic plans, policies, and objectives.
- Using a computer and related software applications.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Prepare reports; read, analyze, and interpret technical procedures, and governmental regulations, statutes, and policies.
- Write reports and correspondence.
- Provide public relations.
- Develop and edit marketing, fundraising, and promotional materials.
- Manage projects and programs.
- Evaluate programs, services, and customer service efforts.
- Prepare and administer budgets, including setting and attaining revenue targets if applicable; operate in accordance with an approved budget.
- Prepare and give presentations, including presentations at community or inter-agency meetings and presentations at public hearings of the City Council, City Boards and Commissions, and other external audiences.
- Facilitate meetings.
- Highly effective communication, interpersonal and collaboration skills.
- Exercise sound judgment and decision making.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

A bachelor's degree from an accredited college or university with a major in construction management, civil engineering, or related field.

Three (3) years' experience managing contracts/projects. Public sector experience is preferred.

**Licenses/ Certifications**

Valid California State Driver's License with driving record acceptable to City. Successful grant writing experience desirable.

**PHYSICAL REQUIREMENTS**

Work will be performed in both the office and the field. Fieldwork requires the ability to safely move about construction sites, and exposure to heavy equipment, vehicular traffic areas and inclement weather. The position also requires sufficient time flexibility to allow for evening meetings.

**SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**PROPOSED**  
**CITY OF WEST COVINA**  
**JOB CLASSIFICATION**

**Class Title:** PUBLIC ~~SERVICES~~ WORKS DIRECTOR  
**Bargaining Unit:** ~~DEPARTMENT HEAD~~ N/A  
**Class Code:** ~~PS-PW~~ DIR  
**Salary Grade:** DH060 ~~DHXXX~~  
**Salary:** \$138,828.00 - \$187,428.00 Annually  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under general administrative direction, plans, directs, manages, and oversees the operation and activities of the ~~Community Services, and Maintenance Divisions~~ including the development, maintenance, ~~and operations~~ of the City's community parks/open space, fleet management planning, development and delivery of recreation and leisure programs, maintenance and operation of City facilities, sewer lines, and streets. The Director ensures all resources ~~within each division~~ are properly allocated and managed; provides long-range planning for department programs, projects and needs; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the City Manager; and does related work as required.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Assumes full management responsibility for ~~all the~~ Public ~~SERVICES~~ WORKS Department ~~divisions including Community Services, and Maintenance Divisions~~.
- Develops, implements and monitors long-term plans, goals and objectives focused on achieving maintenance.
- Develops and submits appropriate application and documentation necessary to secure funding sources. Maintains appropriate records for compliance with these funding sources.
- Reviews work in progress, specifications, estimates, and contract documents for street, sewer, storm drain, bridge, and other projects.
- Provides direction for the department staff; approves a variety of policy and procedure changes and revisions; participates in special projects of department; reviews actions and effectiveness of the respective divisions.
- Directs the preparation and maintenance of records, field notes, reports, maps, plots, deeds, benchmarks, monuments, and similar information and records.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordination of engineering, public works, utilities, streets, and related matters; provides information regarding these matters.
- Performs site inspections during construction to ensure methods and materials are in compliance with regulations for system safety or design.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Manages the inspection of development projects and City capital and maintenance projects to ensure compliance with codes, ordinances, approved plans, specifications, and conditions.
- Manages Public Works contracts; conducts negotiation and administration of contracts.
- Oversees the Landscaping Maintenance Districts as well as the Citywide Assessment Districts.
- Ensures overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of change.
- Prepares, reviews, and presents staff reports, various management and information updates, as well as reports on special projects as assigned by the City Manager.
- Responds to and resolves difficult situations and sensitive citizen inquiries and complaints.
- Oversees the development of specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects, recommends contract awards, negotiates contract provisions and coordinates, reviews, inspects and monitors and approves contractor's performance.
- Reviews and advises for completeness and accuracy on developments plans, permits for work in City rights-of-way, project construction plans and specifications.
- Manages the application process for acquiring and administering County, State and Federal Grants.
- Performs related duties as assigned.
- ~~Directs the development, maintenance, and operations of the City's community parks/open space, planning, development, and delivery of the recreation and leisure programs, maintenance and operation of City facilities and streets.~~
- Assigns the design and execution of projects to subordinate staff, contractors, and consultants.
- Reviews work in progress and approves final designs, specifications, estimates, and contract documents for the Public Services Department.
- Prepares and administers the annual budget for the Public Services Department, approves the forecast of funds needed for staffing, equipment, materials, and supplies, approves expenditures, and implements budgetary adjustments as appropriate and necessary.



- Oversees the planning, development, and delivery of a comprehensive recreation and leisure programs; identifies community needs and directs staff in delivery of programs; creates fee structures.
- Oversees the maintenance and repair of City facilities; creates maintenance programs and directs staff in maintenance programs including preventative maintenance programs; plans for building repairs and renovations; coordinates with consultants and provides appropriate recommendations.
- ~~-~~Identifies grant and other funding opportunities; oversees the preparation of grant applications and administers grant programs.
- Prepare and present verbal and written reports to the City Council, County Board of Supervisors, Commission, governmental agencies, and community groups.
- ~~-~~Formulate and recommend a variety of policy and procedure changes and revisions; participates in special projects of the department; reviews actions and effectiveness of the respective divisions.
- Reviews and approves the work of consultants engaged by the city.
- Continuously monitor and evaluate the efficiency and effectiveness of programs and services delivery methods, based on desired outcomes. Assess workloads, administrative support systems, and internal working relationships to identify opportunities for improvement.
- ~~—~~Plans, directs, and coordinates, through subordinate level staff, the Public Services Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- •
- • Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level finance position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- ~~discipline and termination procedures.~~
- **GENERAL QUALIFICATIONS**

#### *Knowledge of:*

- Operations, services, and activities of a comprehensive recreation, parks/open space, and facilities maintenance program.
- General knowledge of the field of traffic and sanitary engineering on the municipal level.
- Philosophy, principles, and techniques of providing and assessing the recreational, parks, and facility needs of a community.
- Practices and methods of parks, facilities maintenance.
- Occupational hazards and standard safety practices.
- Skills in resource development to garner grants, legislative appropriations, donations, sponsorships, and in-kind services for programs.

- Principles and practices of public administration, including long-range planning, budgeting, purchasing, and maintaining public records.
- Applicable federal, state, and local laws, regulations, and standards.
- Standard office equipment, including personal computers and computerized applications and programs including Microsoft office suite.
- Research methods and report preparation and presentation.
- Business arithmetic.
- Principles and practices of sound business communication; correct English usage, including spelling and grammar.
- The principles of administration, budgeting, supervision, personnel, and training.
- Municipal organization operation and applicable state and federal laws.
- Discipline and termination procedures.

*Ability to:*

- Plan and coordinate the work of engineering and technical personnel engaged in office and field work.
- Prepare, review, and approve comprehensive reports, plans, and estimates in a professional manner.
- Maintain effective working relationships with administrative personnel, public officials, contractors, and members of the public.
- Prepare contract documents and supervise and coordinate the administration of such contracts.
- Prepare and operate in accordance with an approved budget.
- Develop and administer effective department and program goals, objectives, policies, and methods for evaluating achievement and performance levels.
- Organize, set priorities, and exercise expert independent judgment within areas of responsibility.
- Develop and implement appropriate procedures and controls.
- Communicate effectively, both orally and in writing.
- Present proposals and recommendations clearly, logically, and persuasively.
- Operate a computer and standard business software.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Make accurate mathematical calculations.
- Understand and follow written and oral instructions.
- Operate a computer and standard business software and other standard office equipment.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

*~~Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess~~*

~~the most desirable combination of training, skills, and experience as demonstrated by past and current employment.~~

Bachelor's degree in parks and recreation administration, public administration, or related field. ~~and~~

~~si~~Seven~~x~~ (7~~6~~) years of increasingly responsible experience in progressively responsible experience in the development, implementation, operation, ~~and maintenance~~ of parks, recreation, and facilities programs including three (3) years ~~of in a management supervisory capacity responsibility.~~

~~A~~ Master's Degree in ~~public administration or a~~ related field~~s~~ is desirable.

#### Licenses/ Certificates/ Special Requirements

A valid California Class C Driver's License with a satisfactory driving record is required.

#### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in a variety of environmental conditions. There is exposure to temperature variations, noise, vibrations, fumes, odors, and dust. Physical demands require bending, stooping, standing, and walking. Mental demands require the use of written and oral communication skills; reading and interpretation of data, information, and documents; analysis and solving of problems; use of math and logical reasoning; observation and interpretation of situations; learning and applying new information or new skills; working under deadlines with constant interruptions; interacting with City staff and other organizations; and may involve dealing with dissatisfied or quarrelsome individuals.

#### **SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**RESOLUTION NO. 2023-103**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WEST COVINA, CALIFORNIA, APPROVING THE REPEAL  
AND REPLACEMENT OF THE PUBLIC WORKS  
DIRECTOR CLASSIFICATION SPECIFICATIONS**

**THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS,  
DETERMINES, AND DECLARES AS FOLLOWS:**

**WHEREAS**, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

**WHEREAS**, on October 3, 2023, the City Council approved the reorganization of City departments; and

**WHEREAS**, the Human Resources Department reviewed the job classifications impacted by the reorganization and proposed revisions to the specifications for the Public Works Director classification; and

**WHEREAS**, on November 8, 2023, the Human Resources Commission reviewed and approved the repeal of the existing class specifications for the Public Works Director classification and replacement of said specifications with the revised specifications set forth in Exhibit A, attached hereto and incorporated herein; and

**WHEREAS**, the City Council desires to approve the repeal and replacement of the Public Works Director class specifications.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA,  
CALIFORNIA HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves the repeal of the existing class specifications for the Public Works Director classification.

**SECTION 2.** The City Council hereby approves replacing the repealed specifications with the specifications attached hereto as Exhibit A.

**SECTION 3.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

**APPROVED AND ADOPTED** this 19th day of December, 2023.

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Brian Calderón Tabatabai  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

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Thomas P. Duarte  
City Attorney

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Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-103 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 19th day of December, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Lisa Sherrick  
Assistant City Clerk

**EXHIBIT A**

**CLASS SPECIFICATIONS  
PUBLIC WORKS DIRECTOR**

**PROPOSED**  
**CITY OF WEST COVINA**  
**JOB CLASSIFICATION**

**Class Title:** PUBLIC WORKS DIRECTOR  
**Bargaining Unit:** N/A  
**Class Code:** PW DIR  
**Salary Grade:** DH060  
**Salary:** \$138,828.00 - \$187,428.00 Annually  
**FLSA:** EXEMPT  
**Date Updated:**

**JOB SUMMARY**

Under general administrative direction, plans, directs, manages, and oversees the operation and activities of the Maintenance Division including the development, maintenance, of the City's community parks/open space, fleet management , maintenance and operation of City facilities, sewer lines, and streets. The Director ensures all resources are properly allocated and managed; provides long-range planning for department programs, projects and needs; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the City Manager; and does related work as required.

**ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Assumes full management responsibility for the Public Works Department.
- Develops, implements and monitors long-term plans, goals and objectives focused on achieving maintenance.
- Develops and submits appropriate application and documentation necessary to secure funding sources. Maintains appropriate records for compliance with these funding sources.
- Reviews work in progress, specifications, estimates, and contract documents for street, sewer, storm drain, bridge, and other projects.
- Provides direction for the department staff; approves a variety of policy and procedure changes and revisions; participates in special projects of department; reviews actions and effectiveness of the respective divisions.
- Directs the preparation and maintenance of records, field notes, reports, maps, plots, deeds, benchmarks, monuments, and similar information and records.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct

deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordination of engineering, public works, utilities, streets, and related matters; provides information regarding these matters.
- Performs site inspections during construction to ensure methods and materials are in compliance with regulations for system safety or design.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Manages the inspection of development projects and City capital and maintenance projects to ensure compliance with codes, ordinances, approved plans, specifications, and conditions.
- Manages Public Works contracts; conducts negotiation and administration of contracts.
- Oversees the Landscaping Maintenance Districts as well as the Citywide Assessment Districts.
- Ensures overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of change.
- Prepares, reviews, and presents staff reports, various management and information updates, as well as reports on special projects as assigned by the City Manager.
- Responds to and resolves difficult situations and sensitive citizen inquires and complaints.
- Oversees the development of specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects, recommends contract awards, negotiates contract provisions and coordinates, reviews, inspects and monitors and approves contractor's performance.
- Reviews and advises for completeness and accuracy on developments plans, permits for work in City rights-of-way, project construction plans and specifications.
- Manages the application process for acquiring and administering County, State and Federal Grants.
- Performs related duties as assigned.
- Assigns the design and execution of projects to subordinate staff, contractors, and consultants.
- Reviews work in progress and approves final designs, specifications, estimates, and contract documents for the Public Services Department.
- Prepares and administers the annual budget for the Public Services Department, approves the forecast of funds needed for staffing, equipment, materials, and supplies, approves expenditures, and implements budgetary adjustments as appropriate and necessary.
- Oversees the planning, development, and delivery of a comprehensive recreation and leisure programs; identifies community needs and directs staff in delivery of programs; creates fee structures.
- Oversees the maintenance and repair of City facilities; creates maintenance programs and directs staff in maintenance programs including preventative maintenance programs; plans for building repairs and renovations; coordinates with consultants and provides appropriate recommendations.



- Identifies grant and other funding opportunities; oversees the preparation of grant applications and administers grant programs.
- Prepare and present verbal and written reports to the City Council, County Board of Supervisors, Commission, governmental agencies, and community groups.
- Formulate and recommend a variety of policy and procedure changes and revisions; participates in special projects of the department; reviews actions and effectiveness of the respective divisions.
- Reviews and approves the work of consultants engaged by the city.
- Continuously monitor and evaluate the efficiency and effectiveness of programs and services delivery methods, based on desired outcomes. Assess workloads, administrative support systems, and internal working relationships to identify opportunities for improvement.
- Plans, directs, and coordinates, through subordinate level staff, the Public Services Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an executive level finance position. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### *Knowledge of:*

- Operations, services, and activities of a comprehensive recreation, parks/open space, and facilities maintenance program.
- General knowledge of the field of traffic and sanitary engineering on the municipal level.
- Philosophy, principles, and techniques of providing and assessing the recreational, parks, and facility needs of a community.
- Practices and methods of parks, facilities maintenance.
- Occupational hazards and standard safety practices.
- Skills in resource development to garner grants, legislative appropriations, donations, sponsorships, and in-kind services for programs.
- Principles and practices of public administration, including long-range planning, budgeting, purchasing, and maintaining public records.
- Applicable federal, state, and local laws, regulations, and standards.
- Standard office equipment, including personal computers and computerized applications and programs including Microsoft office suite.
- Research methods and report preparation and presentation.
- Business arithmetic.
- Principles and practices of sound business communication; correct English usage, including spelling and grammar.
- The principles of administration, budgeting, supervision, personnel, and training.
- Municipal organization operation and applicable state and federal laws.
- Discipline and termination procedures.

*Ability to:*

- Plan and coordinate the work of engineering and technical personnel engaged in office and field work.
- Prepare, review, and approve comprehensive reports, plans, and estimates in a professional manner.
- Maintain effective working relationships with administrative personnel, public officials, contractors, and members of the public.
- Prepare contract documents and supervise and coordinate the administration of such contracts.
- Prepare and operate in accordance with an approved budget.
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- Develop and implement appropriate procedures and controls.
- Communicate effectively, both orally and in writing.
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- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Make accurate mathematical calculations.
- Understand and follow written and oral instructions.
- Operate a computer and standard business software and other standard office equipment.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Bachelor's degree in parks and recreation administration, public administration, or related field.

Seven (7) years of increasingly responsible experience in progressively responsible experience in the development, implementation, operation, of parks, recreation, and facilities programs including three (3) years in a supervisory capacity.

Master's Degree in a related field is desirable.

**Licenses/ Certificates/ Special Requirements**

A valid California Class C Driver's License with a satisfactory driving record is required.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in a variety of environmental conditions. There is exposure to

temperature variations, noise, vibrations, fumes, odors, and dust. Physical demands require bending, stooping, standing, and walking. Mental demands require the use of written and oral communication skills; reading and interpretation of data, information, and documents; analysis and solving of problems; use of math and logical reasoning; observation and interpretation of situations; learning and applying new information or new skills; working under deadlines with constant interruptions; interacting with City staff and other organizations; and may involve dealing with dissatisfied or quarrelsome individuals.

### **SUPPLEMENTAL INFORMATION**

*The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** December 19, 2023

**TO:** Mayor and City Council

**FROM:** Paulina Morales  
Acting City Manager

**SUBJECT:** 2023 PAVEMENT MANAGEMENT PROGRAM UPDATE

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### RECOMMENDATION:

It is recommended that the City Council receive and file the report.

### BACKGROUND:

A Pavement Management Program (PMP) is a planning and budgeting tool used to prioritize street paving and maintenance projects over a five-year period. In order to receive Federal funding for street rehabilitation projects, it is mandated that every mile of eligible Federal-Aid highway within the City (major arterials) be managed with a PMP. Eligibility for State Proposition C funding also requires that a PMP be implemented and updated every three years. A PMP provides a formal systematic approach to assessing, monitoring, and managing the condition of highway pavements in the most cost-effective manner. The results of the study help determine the most appropriate locations and the optimum approach to pavement rehabilitation.

A basic PMP involves dividing the City's street network into segments of approximately one-block lengths. The segments are evaluated by counting the number of cracks, measuring the size and type of cracking and collecting other pavement surface information. The measurements are analyzed mathematically and each segment is given a condition rating number (between 0 and 100) that is used to rank the streets in the order of their conditions. Combined with data on traffic volumes and pavement thicknesses, the program processes the condition data and produces recommendations for which streets to repair, in what order, the optimum method of repair, and the estimated costs. This information is used to prioritize and schedule street rehabilitation through the long-range Capital Improvement Program (CIP) and budget process. The local street system is also monitored and managed by the PMP.

In February 2023, the City awarded a professional services agreement to Bucknam Infrastructure Group to prepare and update the City's Pavement Management Program. Bucknam substantially completed the city-wide PMP Report. The report presents the findings and recommendations from the development of the system data associated with the pavement condition survey of the City's Street network, including:

- Pavement Condition Summaries
- Preservation and Repair Activities
- Projected Budgets for Projects based on those Activities

### DISCUSSION:

Bucknam Infrastructure Group completed the field survey and prepared the draft PMP for the City's review. The draft report includes the following program details and recommendations:

- **PMP is a Planning Tool, and is updated based on ongoing Engineering Evaluations:**

The recommendations generated by the PMP are for planning purposes only, and are not intended to replace sound engineering judgment for actual construction. The PMP is used as the basis for making strategic decisions to plan future work effectively and cost efficiently. The City Engineer conducts field observations to update and supplement the information in the PMP report to develop cost-effective projects with an efficient cost/benefit ratio based on field conditions, other relevant projects, budget availability, and various other factors that may exist at the time.

- **Pavement Condition Index (PCI):**

The PCI system is a rating mechanism used to describe the condition of the City's pavement and has been adopted as the nation's standard rating system by AASHTO and ASTM. Ranging between "0" and "100," a PCI of "0" would correspond to a badly deteriorated pavement with virtually no remaining life, while a PCI of "100" would correspond to a pavement with proper engineering design and construction at the beginning of its life cycle.

- **Effective Preventative Maintenance Approach:**

Preventative maintenance on streets with better than average PCI ratings must be considered in combination with the more extensive rehabilitation of failing streets to realize the maximum net benefit and reduce the long term costs. As a pavement ages, the system predicts the PCI of the pavement based on the deterioration curves. Once a street segment reaches a PCI of 40, the street segment deteriorates at a faster rate per the standard deterioration curve for asphalt pavement.

- **Condition of City's pavement:**

Per the PMP Report, the overall condition of the City of West Covina's road network is "Fair", with an average weighted Pavement Condition Index of 71.3. Arterial streets are "Fair" with a PCI of 65.6, local streets are "Good" with a PCI of 75.1 and alleys are "Fair" with a PCI of 64.4, with 100 being a brand-new street and 0 being a badly deteriorated street with virtually no remaining life.

- **Replacement value and quantity of pavement:**

The pavement network within the City of West Covina has approximately 286.9 miles of paved surfaces, comprised of approximately 114.2 miles of arterial/collector streets, 166.8 miles of local streets, and 5.9 miles of alleys. This equates to approximately 47.3 million square feet of pavement. The estimated replacement value of this pavement is approximately \$600 million.

- **Preservation program and costs:**

A strategy was developed based on a 5-year funding cycle. This strategy involves two traditional pavement rehabilitation treatments, including both slurry seal and asphalt concrete overlays as preservation components. The strategy also uses a 5% annual inflation factor for all maintenance costs. The following scenarios will be presented in the final report: **Scenario 1:** Maintaining current funding level; **Scenario 2:** Maintain current PCI level; **Scenario 3:** Increase PCI level.

**Prepared by:** Michael Ackerman PE

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### **Fiscal Impact**

#### **FISCAL IMPACT:**

This agenda item is to receive and file. Therefore; there is no fiscal impact associated with this action.

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### **Attachments**

Attachment No. 1 - PMP Report Presentation

**CITY COUNCIL GOALS & OBJECTIVES:** A Well-Planned Community  
Enhance City Image and Effectiveness



Presented To

# The City Council of West Covina

December 19, 2023

## Pavement Management Program 2023 Update



# **What is Pavement Management Program (PMP)?**

**A PMP is a decision-making tool that assists the City in making cost-effective decisions related to the maintenance and rehabilitation of roadway pavements.**

**It provides a process or system for rating pavement condition, establishing a consistent maintenance and repair schedule, and evaluating the effectiveness of maintenance treatment strategies.**





# **PMP is designed to assist answer typical questions such as**

- What is the existing condition of the City's maintained streets? Is this an acceptable level for the City? If not, what is an acceptable level? How much additional funding is needed to achieve an acceptable level?
- How will the condition of the City's maintained streets respond over time under existing funding levels?
- What maintenance and rehabilitation strategies exist to improve current street conditions?
- Under different funding levels, what is the most cost-effective way to implement a multi-year capital improvement program? Maintenance work program?

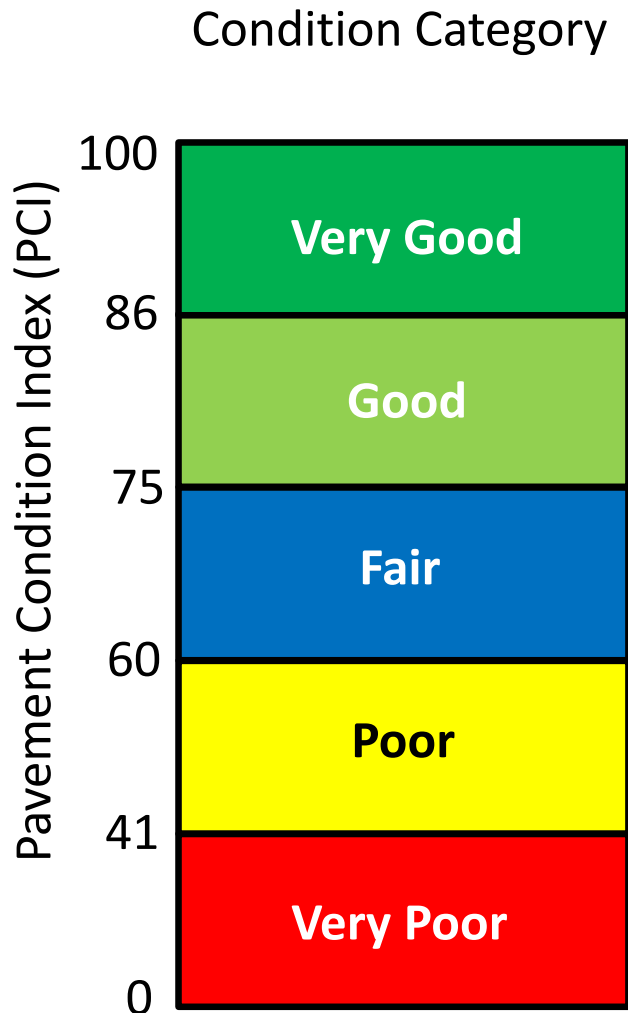


# PMP is a Planning Tool

- Recommendations generated by the PMP are for planning purposes only, and **are not intended to replace engineering design and judgement.**
- Before making decisions for final rehab/construction approach to be used, existing conditions should be checked by the design engineer in the field, and final rehab approach should be established, and plans and specifications should be prepared accordingly.
- Final project recommendations should be weighed against the actual approach the City wishes to utilize in scheduling the workloads for contracting purposes.
- Pavement condition may indicate that a particular pavement section needs attention earlier than the rest of the roads in its localized area.



# What is Pavement Condition Index?



- PCI is developed by Army Corp of Engineers, ASTM standard.
- It is based on a visual survey of the number and types of distresses in a pavement.
- Results of the analysis are numerical values between 0 and 100, with 100 representing the best possible condition and 0 representing the worst possible condition.



# What condition are the City streets in?

**Network PCI = 71**

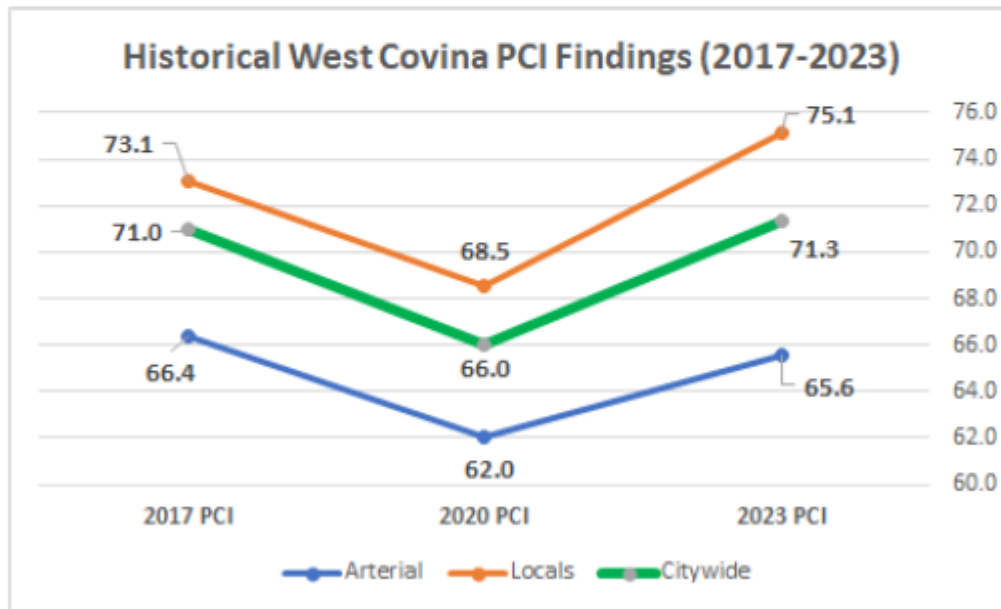
|          | Mileage | SF         | 2023 PCI | 2020 PCI | 2017 PCI |
|----------|---------|------------|----------|----------|----------|
| Arterial | 114.2   | 18,111,498 | 65.6     | 62.0     | 66.4     |
| Locals   | 166.8   | 28,898,888 | 75.1     | 68.5     | 73.1     |
| Alleys   | 5.9     | 627,894    | 64.4     | n/a      | n/a      |
| Citywide | 286.9   | 47,638,280 | 71.3     | 66.0     | 71.0     |

**Table 1 – Past and Present PCI Results and Comparisons**

Arterials PCI = 65.6

Locals PCI = 75.1

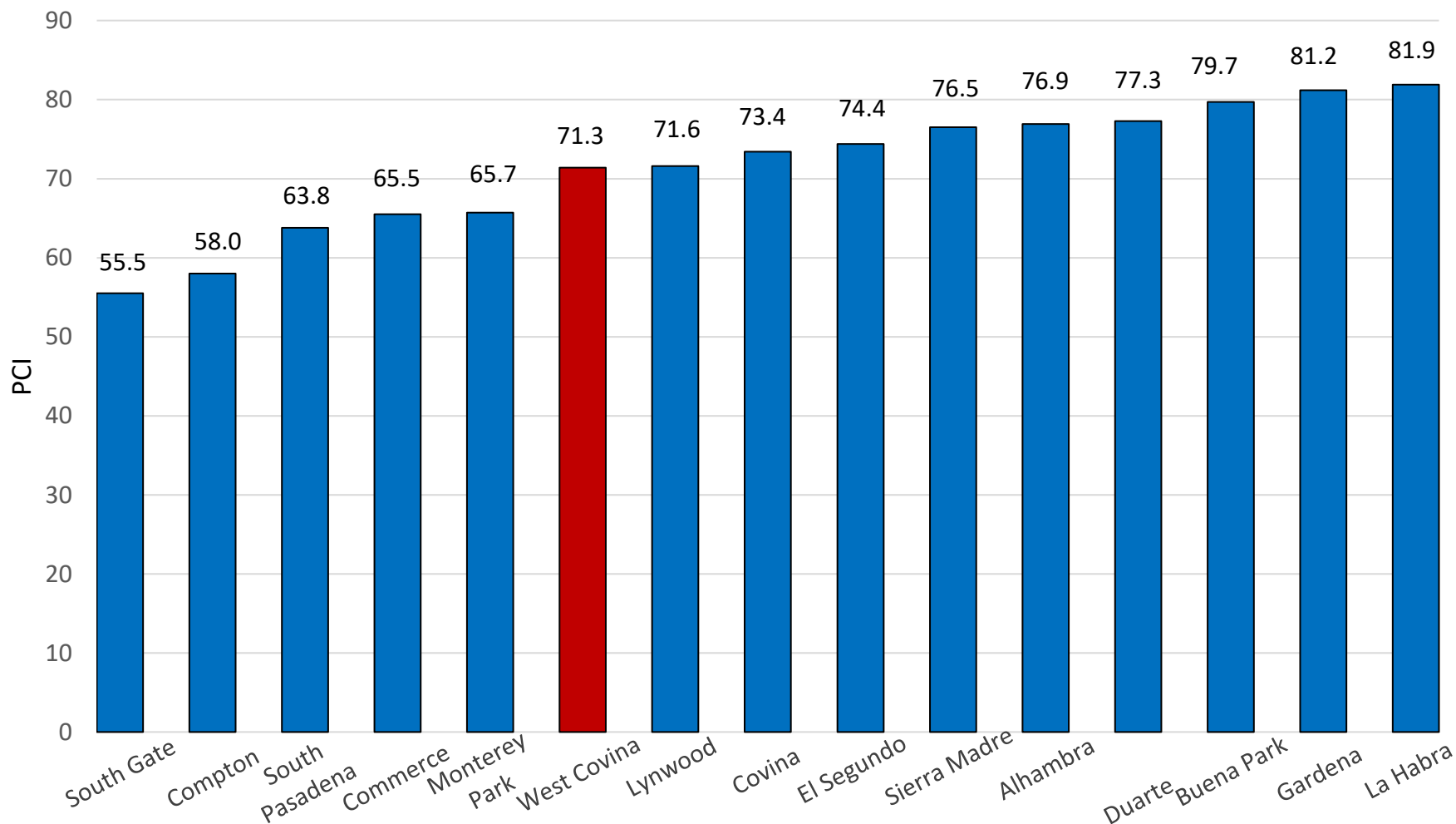
Alleys PCI = 64.4



**Figure 2 – Historical PCI Findings (FY 2017-2023)**



# PCI Comparison with Other Agencies







PCI = 100





PCI = 60





**PCI = 41**





**PCI = 5**



# How Do We Fix The Streets?

## Preventive maintenance

- ✓ Slurry seal/Crack seal

## Rehabilitation/Restoration

- ✓ Grind and overlay
- ✓ Rubberized hot mix

## Reconstruction

- ✓ Full depth reclamation

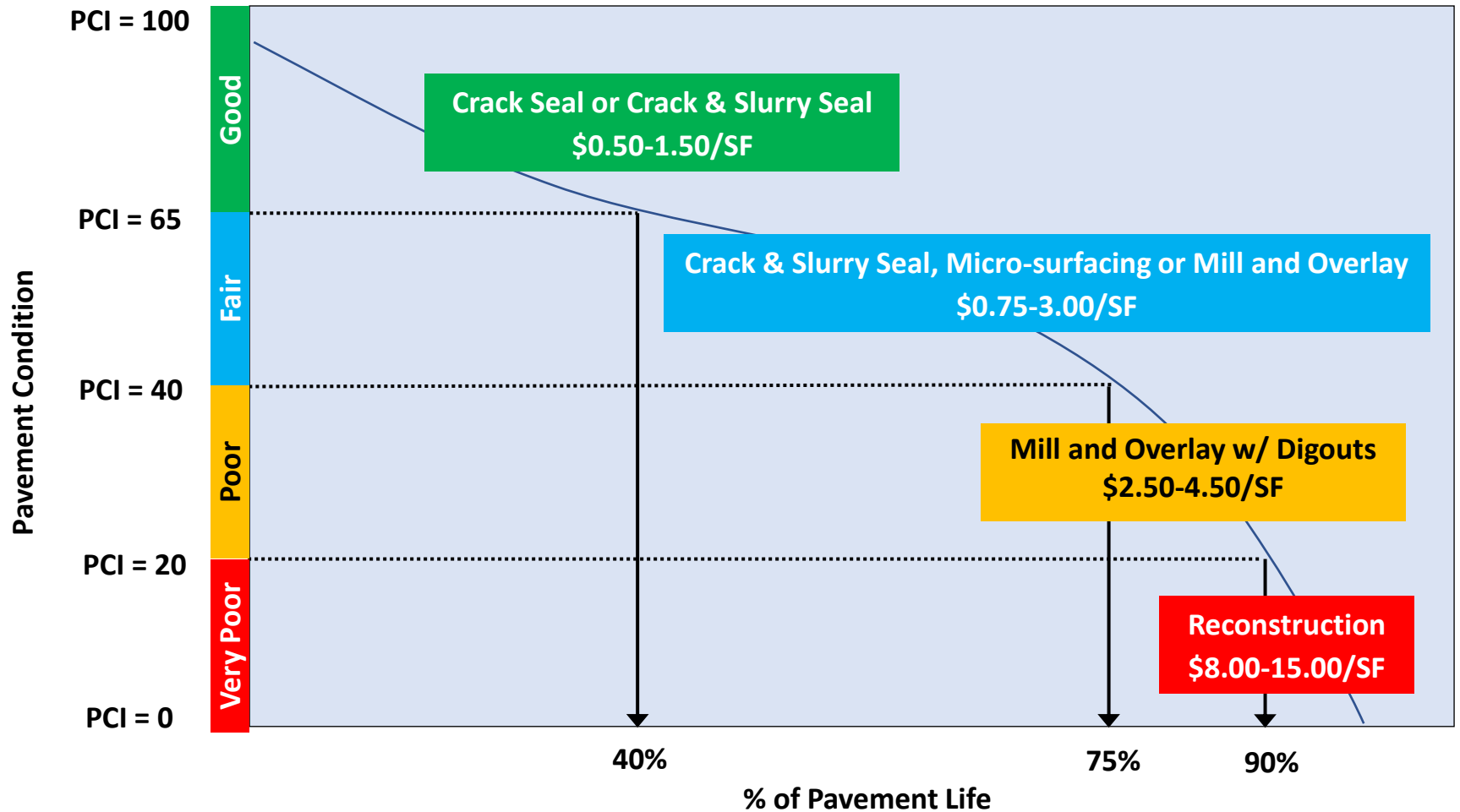


# Why Preventive Maintenance?

- ✓ Preservation policy
- ✓ Keep good streets good!
- ✓ Should not fix the worst streets first
- ✓ Follow PMP recommendations as much as possible



# What Repairs Are Needed and When?

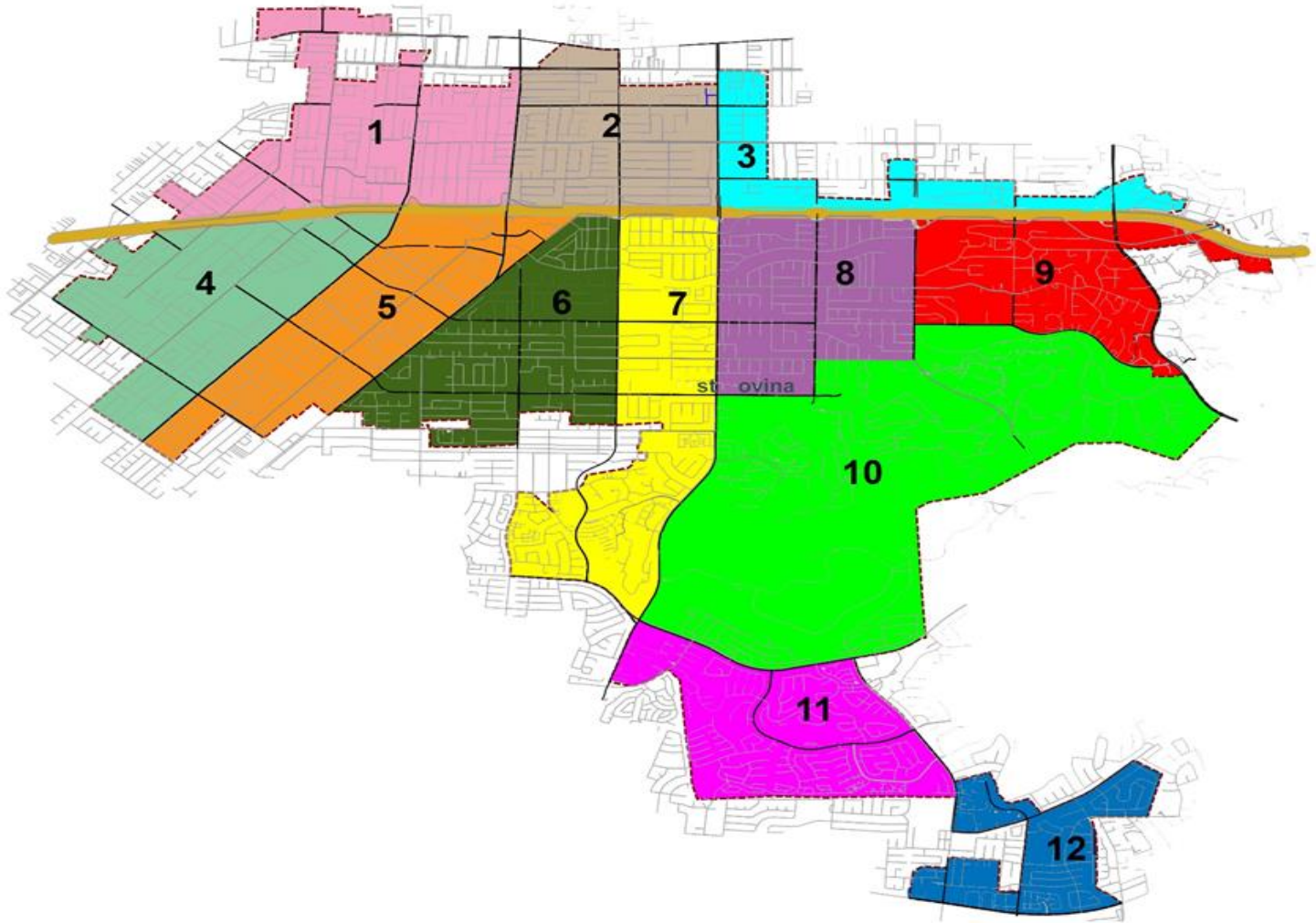


# Capital Improvement Program (CIP)

- ✓ Divide the City into 12 maintenance zones
- ✓ Prioritize each zone based on their centerline miles, current condition, and historical maintenance activities
- ✓ Arterial streets will be considered separately (eg. Azusa Ave, Lark Ellen Ave, Merced Ave)
- ✓ Allows a more cost-effective strategy by minimizing mobilization cost
- ✓ Fixing the worst streets first is not cost-effective



# Maintenance Zones for Residential and Collector Streets



# QUESTIONS & ANSWERS



## Pavement Management Program 2023 Update

